

**COMMONWEALTH OF VIRGINIA**  
**Community Development Block Grant Program**

**2003**  
**Planning Grant**  
**RFP and Manual**



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Community Development**  
**The Jackson Center**  
**Project Management Office**  
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# **VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2003 Planning Grant Manual**

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# **SECTION 1**

## Overview and Policies

2003 Planning Grant RFP and Manual

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# Introduction

Virginia's CDBG Planning Grant offering is designed to aid those communities with the greatest community development needs in developing clearly articulated strategies for addressing these needs. Planning Grant assistance is available to Virginia Community Development Block Grant eligible localities (see **Appendix A**).

There are two categories of Competitive Planning Grants: Project Planning Grants and Community Organizing Planning Grants. Project Planning Grants of up to \$25,000 are available for needs analysis, preliminary design, and other planning activities which have a clear relationship to a potential Competitive Grant of any of the five types: Comprehensive Community Development, Economic Development, Housing, Community Facility, or Community Service Facility. Community Organizing Planning Grants of up to \$10,000 are available for activities which organize community residents to consider their needs and develop strategies for future improvements.

The total amount of funding available for Planning Grants in 2003 is \$500,000.

Localities may **submit a Letter of Interest** in accordance with the format contained herein as an initial step towards securing Planning Grant funding. Letters of Interest will be accepted between January 1, 2003 and **September 30, 2003** and reviewed by DHCD. DHCD will, within 30 calendar days of receipt of the Letter of Interest, provide localities with written instructions on any activities which must be completed in order to secure a Planning Grant award.

Localities will have 60 calendar days from the date of the letter from DHCD to complete the required activities to be eligible for Planning Grant proposals. **All Planning Grant proposals must be received by December 15, 2003** in order to receive an allocation of 2003 Planning Grant funds.

**The Planning Grant LOI and Proposal Format and all other documentation related to proposal development under the Virginia Community Development Block Grant Program MUST be used in conjunction with the 2003 VCDBG Program Design.**

Questions regarding Planning Grant proposal development should be directed to:

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# Community Development Block Grant (CDBG) National Objectives

Community Development Block Grant (CDBG) funding was established by the Housing and Community Development Act of 1974. In accordance with Section 104(b)(3) of the Act, the use of CDBG funding must “give maximum feasible priority to activities which will benefit low- and moderate-income families or aid in the prevention or elimination of slums and blight” and “may also include activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the community”. These provisions constitute the three CDBG national objectives.

The Virginia Community Development Block Grant Program makes funding available to units of local government for planning and implementing community development projects in non-entitlement localities, which are those not receiving CDBG assistance directly from the U.S. Department of Housing and Urban Development. Each project and each activity within a project that will utilize CDBG funding must meet a national objective. Projects may contain activities that address more than one national objective.

The national objectives are further defined as follows:

## **Activities benefiting low- and moderate-income persons**

Individuals or households whose household income is equal to or less than the Section 8 lower income limit established by the U.S. Department of Housing and Urban Development (HUD) are determined to be low- and moderate-income. The Section 8 income limits are published annually by HUD. The lower income limit represents 80 percent of the area median income for like-sized households or 80 percent of the median income of the entire non-metropolitan area of the State, whichever is higher. Also presumed to be principally low- and moderate-income are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, and migrant farm workers. No project will receive funding which benefits moderate-income persons (80 percent AMI) to the exclusion of low-income persons (50 percent AMI or less).

Activities benefiting low- and moderate-income persons must meet one of the following tests:

- Benefits are available to all of the residents in a particular area, wherein at least 51 percent of the residents are low- and moderate-income persons;
- At least 51 percent of the benefits are provided to low- and moderate-income persons;
- Benefits will be provided to a clientele presumed to be principally low- and moderate-income persons; or,

- If jobs are created or retained in a project, at least 51 percent of the aggregate jobs will be held by or made available to low- and moderate-income persons.

### **Activities which aid in the prevention or elimination of slums or blight**

An activity will be considered to address prevention or elimination of slums and blight in an area if:

- The delineated area meets a definition of a slum, blighted, or deteriorated or deteriorating area and is formally designated a slum or blighted area in accordance with State law. In Virginia, this definition and procedure for designation is available in Title 36, Article 7 of the Code of Virginia; and,
- Throughout the area, there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration; and,
- The activity addresses one or more of the conditions which contributed to the deterioration.

### **Activities designed to meet community needs having a particular urgency**

An activity will be considered to address this objective if the following conditions are met:

- The activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community; and,
- The conditions are of recent origin or recently became urgent. Recent is defined as within the preceding 18-months; and,
- The locality is unable to finance the project on its own and no other funding is available to address the problem; and,
- There exists a current declaration of emergency by the Governor of Virginia or of a health threat by the State Health Commissioner.

The Virginia Department of Housing and Community Development reserves the right to reclassify both activities and projects in terms of national objective as is appropriate. Projects that do not meet at least one of the three national objectives will not be considered for funding. Any activity within a project not shown to meet at least one of the three national objectives will not be considered for funding.

# Planning Grant Overview and Categories

Planning Grants are awarded for the purpose of developing community development projects that are good candidates for CDBG investment. Although there is no guarantee that localities receiving planning grants will have their Community Improvement Grant funded the next Spring, **DHCD fully expects that each Planning Grant will “grow” into a competitive Community Improvement Grant (CIG) proposal.** This CIG proposal is considered by DHCD to be the **ultimate product** of your planning grant. Documents such as marketing studies, Preliminary Engineering Reports, needs assessments, etc., are not end products of the planning grant; but rather, they are performance targets during the grant and serve as support material for the actual CIG application.

There are two categories of Planning Grants: Project Planning Grants and Community Organizing/Strategic Planning Grants.

## Project Planning Grants

Project Planning Grants of up to \$25,000 are available for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future Community Improvement Grant proposal. DHCD reserves the right to further limit funding amounts based on the activities that must be completed during the Planning Grant. All Project Planning Grant activities must be conducted with maximum participation of residents, potential beneficiaries, stakeholders, and local leaders.

Planning Grant activities must be oriented towards the development of products which directly relate to a future Community Improvement Grant project. These products should detail community development problems and present realistic solutions for treatment of these problems. Project Planning Grants must include activities which have a clear relationship to a potential Competitive Grant of any type. The five types of Competitive Grants are:

- Comprehensive Community Development,
- Economic Development,
- Housing,
- Community Facility, and
- Community Service Facility.

The following is a listing, by Competitive Grant type, of planning activities which applicants may consider in developing their Planning Grant proposals. This listing is not intended as a recipe for proposal development. Planning Grants should include all activities relevant to a specific planning project, even if some activities are not included in this listing.

## **Comprehensive Community Development**

- *Completion of a neighborhood selection process*
- *Development of a neighborhood advisory group / neighborhood organization*
- *Completion of a neighborhood needs assessment*
- *Completion of planning activities in support of specific improvements*

## **Economic Development**

### ***Job Creation and Retention***

- *Completion of an enterprise-specific needs assessment*
- *Completion of a Preliminary Engineering Report*
- *Development of a training program / training curriculum*

### ***Entrepreneurial Development***

- *Solicitation of participation commitments from localities and organizations*
- *Development of an administrative structure*
- *Development of training and technical assistance programs*
- *Analysis of entrepreneurial assistance resources*
- *Completion of an assessment of entrepreneur needs*
- *Development of a stakeholder organization*

### ***Economic Environment Enhancement—Downtown Revitalization***

- *Completion of a Preliminary Engineering Report and other physical assessments*
- *Completion of a business development strategy based on market studies*
- *Preparation of a physical improvements plan to remove all physical blight*
- *Preparation of a comprehensive improvements strategy that will result in the removal of all economic and physical blight*

### ***Development Readiness***

- *Completion of a Preliminary Engineering Report and other physical assessments*
- *Completion of a market study and business development strategy*
- *Preparation of a marketing plan*

## **Housing**

### ***Housing Rehabilitation***

- *Completion of a neighborhood selection process*
- *Development of a neighborhood advisory group / housing rehabilitation board*
- *Completion of a neighborhood survey*
- *Completion of housing inspections*
- *Completion of work write-ups and cost estimates*
- *Analysis of participant ability-to-pay*
- *Development of a Program Design*

### ***Housing Production***

- *Completion of a market study*
- *Completion of a Preliminary Engineering Report and other physical assessments*
- *Analysis of funding sources*
- *Development of an administrative structure*

### **Community Facility**

- *Development of a neighborhood advisory group*
- *Completion of a neighborhood survey and user agreements*
- *Completion of a Preliminary Engineering Report*
- *Identification of indoor plumbing needs*
- *Analysis of funding sources*
- *Completion of agency approvals*

### **Community Service Facility**

- *Completion of a user survey*
- *Completion of a market study*
- *Completion of a Preliminary Engineering Report or other physical assessments*
- *Analysis of other funding sources*
- *Development of an operating and management plan including a five year pro forma*
- *Development of a program design that sets forth services to be provided and how and to whom such services will be delivered*

### **Project Planning Grant Implementation**

Localities receiving an award of Project Planning Grant funding will receive technical assistance during implementation from a DHCD Community Representative. It is expected that all localities receiving 2003 Project Planning Grants will submit a Competitive Grant proposal in 2004. In the event that a locality can clearly document the need for more time to plan a CDBG project, DHCD will allow the planning grant to continue until submission of projects in 2005. This extension will only be granted as an exception to the requirement to submit an application in 2004.

Localities must also complete specific Competitive Grant precontract activities as outlined in Appendix F. Those pre-contract activities which must be completed as part of the contract include:

- Completion of the Department of Historic Resources archive search in accordance with the National Historic Preservation Act, section 106;
- Completion of NEPA required environmental review up to and including publishing of the Finding of No Significant Impact;
- Adoption of all required resolutions by the local government per the DHCD Pre-contract Negotiation Manual.

In order to assist with the completion of these activities, the Planning Grant budget may reflect administration costs equal to no more than 10% of the CDBG planning grant amount. Failure to complete these activities by the date the CIG proposal is submitted will result in forfeiture of 10% of the total Planning Grant award.

## **Community Organizing/Strategic Planning Grants**

### **Community Organizing/Strategic Planning Grant Overview**

Community Organizing/Strategic Planning Grants of up to \$10,000 are available for activation and organization of community residents or stakeholder groups to develop strategies for future social and physical improvements.

Citizen or stakeholder participation is a central purpose of these Planning Grants and should result in an organized, informed community which has reached consensus on a practical vision of the future and has the capacity and options available for future community improvement. The sole product of these grants is a summary of planning efforts undertaken and results of this planning including an Action Plan

Some strategic planning projects may address community or regional needs such as economic development, housing, or water or sewer infrastructure. This type of strategic plan should result in identification of specific projects and initiatives.

All Community Organizing/Strategic Planning Grant recipients must submit Project Planning Grant proposals following completion of organizing activities unless otherwise negotiated with DHCD. A Community Improvement Grant proposal is not required following this type of grant.

### **Community Organizing/Strategic Planning Grant Activities**

Community Organizing/Strategic Planning Grants include activities which prepare a community to take a significant role in addressing its future community development needs. Unlike Project Planning Grants, these grants do not target a near future Competitive Grant. Grant activities may include:

- *Identification and inclusion of all stakeholders*
- *Development of a neighborhood organization or a collaborative framework for stakeholders*
- *Conducting assessments of community or area of study's strengths, weaknesses, opportunities, and threats*
- *Inventory of community or regional assets*
- *Completion of strategic plans*
- *Implementation of participatory processes*
- *Development of work plans*

Other activities which support community organizing efforts may be included. Localities interested in Community Organizing/Strategic Planning Grants may consult with DHCD prior to completion of a proposal to discuss potential activities.

### **Community Organizing/Strategic Planning Grant Implementation**

Localities receiving Community Organizing/Strategic Planning Grant funding will receive technical assistance and facilitation services during implementation from a DHCD Community Representative. All projects must include the following steps:

1. Identification of all stakeholders and their inclusion in the planning process.
2. Identification of community or group “sparkplugs.”
3. Facilitated Planning Strategy session:
  - Identify outcomes of process
  - Determine existing conditions
  - Develop process steps to determine needs, opportunities and a collaborative framework for action
  - Assign responsibilities

*Your Community Representative will participate in the Facilitated Planning Session.*
4. Develop Action Plan.

### **Products**

While localities receiving Community Organizing/Strategic Planning Grants are not required to submit Competitive Grant proposals, they are required to submit copies of documents produced as a result of planning activities, including the Action Plan.

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## **SECTION 2**

### **Steps in the Planning Process**

2003 Planning Grant RFP and Manual

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# Steps In The Planning Process

## STEP 1: Locality Identifies Potential Project—Letter Of Interest

The Locality's first step is to identify a project area with strong community development needs. The Locality should hold initial community meetings with potential beneficiaries in the proposed project area in order to solicit support for the project. The Locality should also contact DHCD staff to discuss the proposed project.

The outcome of this informal process will be submission of a "Prospectus" or **Letter of Interest** (Appendix B) to DHCD between January 1, 2003 and September 30, 2003. This letter must include a brief description of the project area and the community development needs in this area, a discussion of the Locality's readiness and capacity to proceed with a participatory planning process, and some justification as to why Planning Grant funding is needed. Although the Locality should identify all available funding sources, cost estimates are not required.

## STEP 2: DHCD Response To Letter Of Interest

DHCD will review the Letter of Interest and provide the Locality with a written response within **thirty (30) calendar days**. The DHCD Response (sample at Appendix C) will request the locality to conduct a Preliminary Needs Assessment as befits the identified project type and the Response will outline other activities that must be accomplished prior to DHCD's invitation to submit a Planning Grant Proposal and further CDBG investment in the proposed project.

DHCD's response may include prior authorization to spend up to \$3,000 for pre-proposal expenses.

## STEP 3: Preliminary Needs Assessment Completed By Locality

The Preliminary Needs Assessment assigned by DHCD is entirely dependent upon the kind of project targeted by the Locality. DHCD's Response to the Locality's Letter of Interest will reflect the circumstances presented by the Locality's chosen project. Presented in this document is guidance related to *typical* items listed in DHCD's Response. Some projects may require completing activities not listed here.

Please note that the Preliminary Needs Assessment is designed to be completed by local professional staff and does not necessarily require the procuring of professional assistance. The purpose of the Needs Assessment is to determine

1. What are the general perceived needs with relation to a particular project?

2. Does the proposed project meet eligibility standards with regard to CDBG National Objectives (typically either removal of slum and blight or benefit to LMI individuals)?
3. Is there enough interest by those impacted by the project to move beyond the preliminary investigation stage?

If a Needs Assessment is deemed inconclusive with regard to project eligibility and interest, DHCD will require the Locality to collect more information.

#### **A. Community Meeting #1**

The Locality will conduct an informational meeting in the community. This meeting should be held in a comfortable, accessible facility in or near the neighborhood to be studied. The meeting should be well advertised throughout the community through newspaper notices, flyers, and other means. The locality's Chief Administrator, grant manager, relevant professionals (engineers or consultants), relevant stakeholders and citizens as directed by DHCD's Response must attend the meeting.

At the meeting, the Locality should explain the upcoming planning process and introduce the key administrative participants to the community. The Locality should describe the requirements for needs assessments, confidential door-to-door surveys and housing inspections, etc. (as applicable) and other ways in which the community may be asked to participate. Feedback on any aspect of the process should be requested.

At this meeting, the Locality should also identify and select potential project "spark plug(s)". These are two or three community residents who appear to have a great deal of interest and energy, and/or appear to be natural community leaders. Sparkplugs take an active, voluntary role in the project, explaining the project to neighborhood residents or relaying important information to stakeholder groups and drumming up support for and participation in the project. Because of the high level of trust residents have in them, spark plugs also actively assist in conducting surveys. Spark plugs and interested community members should be selected for the management team.

The Locality may choose to combine this meeting with the first of the two required public hearings. If so, see Appendix H for information about the public hearing notification and content requirements.

#### **B. Formation Of Management Team/Steering Committee**

Key to the success of the project is the Management Team/Steering Committee. This Team is made up of stakeholders who will have a direct bearing on the implementation of the planning activities and have a responsibility to fulfill with regard to activities included as part of the project. The composition of the Management Team is determined by the kind of project being undertaken. In any event, the Management Team must consist of the chief executive officer (serves as chair of the Team), an elected official, a grant manager to oversee the

day-to-day details of the planning project and representatives from relevant stakeholder groups.

The Management Team should be large enough to include all relevant officials and represent all interests of the targeted community, but not be so large that meetings and Management Team work is cumbersome.

**C. Management Team Meeting #1**

One of the goals of the first meeting of the Management Team is to identify all the tasks involved in meeting the requirements set forth in the DHCD Prospectus Response. The second, and most critical, is to assign responsibility for completing each task in order to meet the sixty-day deadline. By sharing the burden among the Team, all tasks can be completed efficiently and effectively.

**D. Conducting The Preliminary Needs Assessment & Surveys**

Funding for all projects is dependent upon the needs of the community. Therefore it is necessary for the grantee to demonstrate a need for the type of project envisioned. This is demonstrated by what is broadly termed a Preliminary Needs Assessment. The kind of Needs Assessment to be completed is entirely dependent upon the type of planning project targeted. The information included may be gathered from a variety of resources, but generally includes a survey that evaluates existing project area conditions or needs and, in many cases, includes household income. The survey must be complete enough to assure DHCD that any proposed project will be eligible under the CDBG National Objectives. Sample surveys are found at Appendix D.

For a comprehensive project, this must include a survey of neighborhood residents to obtain the following: an assessment of their community facility needs (i.e. housing, water, sewer, road, drainage), a determination of their interest in participating in the rehabilitation and/or utility connection project, and their household income. The grantee may choose to train a community resident, potentially the spark plug(s), to assist in the survey and to introduce the administrative survey-taker.

For downtown projects, the Needs Assessment must include a physical needs assessment of the downtown that identifies blighted properties. The assessment may be done by a procured professional or by a few stakeholders and the grant administrator doing a walkthrough of the project area and capturing their findings in an organized written format. Project specific products are discussed in greater detail in Section IV of this manual. Specific questions about the proposed survey instrument, sampling size, or survey results should be directed to the DHCD Project Management Office at (804) 371-7061.

#### **E. Management Team Meeting #2**

At this meeting, the Management Team should review the results of the work completed to date. The team may also determine that additional assistance may be needed from stakeholders to get all the information collected, such as neighborhood surveys. The team will also review the information that has been provided to date, summarize it and begin to get a better understanding of the needs and interests of the target project. If adequate information is available at the time of this meeting, the Management Team should begin identifying other local actions or funding sources that may be used to address needs. The outcome of this meeting should be a proposed set of planning activities that are necessary for determining the full extent of needs and a solution to the identified needs.

#### **F. Community Meeting #2**

The results of the various surveys should be presented to the community at this time. The community's needs and interests should be discussed, along with problems identified and possible solutions. The Locality needs to identify the degree of community support for the proposed project, soliciting letters of support from spark plugs and others for inclusion in the Planning Grant Proposal.

### **STEP 4: Planning Proposal Invitation: DHCD Action**

After the locality has completed the activities as required in DHCD's Response letter, the locality must submit documentation (and three copies) to this effect to DHCD. This information must include documentation of all meetings and the results of all surveys and needs assessments.

DHCD will review the submitted information and determine whether the project is eligible and whether there is enough interest to continue with the planning project. Once it has been determined that the project is viable, DHCD will invite the locality by letter to submit a Planning Grant Proposal. In order to complete the planning grant proposal the following steps must be taken:

- Begin the procurement process to select professional or non-professional service providers, as needed;
- Hold a Facilitated Planning Strategy Meeting to develop a Management Plan; and
- Develop a Performance Budget.

Upon completion of these steps, the locality may submit a Planning Proposal.

In some cases the Preliminary Needs Assessment will indicate that there is either not enough need for a Planning Grant or enough interest to pursue a Planning Grant. In such cases, the locality will receive a letter from DHCD requesting further information rather than inviting submittal of a Planning Grant Proposal. In some

cases where the locality has satisfactorily completed the Preliminary Needs Assessment and the project will not progress because eligibility has not been proven, DHCD will allow the locality to draw down the funds obligated in DHCD's original letter, not to exceed \$3,000.

## **STEP 5: Preparing The Planning Grant Proposal**

### **A. Procurement Of Services**

After reviewing the community needs the Management Team determines the type of professional assistance it will need to technically evaluate the needs to be addressed and determine the options for improvements to be implemented. The number and type of professional services must relate to the specific issues identified during the needs assessment. Any part of the analysis that requires specific professional skills should be separately procured (i.e. separate procurement for engineering and rehab specialists).

The Locality should begin the procurement process for any necessary services as soon as it receives the letter from DHCD inviting a Planning Proposal. The Locality may not award a single contract to a firm for both grant management services and engineering/architectural services or rehabilitation specialist services when CDBG funds are being used to purchase these services.

Contracts for services must be on a pay for performance basis. The contract must specify the activities to be conducted, timing for completion, and list the amount to be paid for each activity and associated product(s). The contract should not be signed until it has been reviewed and approved by DHCD. Questions regarding this process should be directed to your Community Representative.

Services to be funded in part with CDBG funds must be procured in accordance with the Virginia Procurement Act and the CIG Manual. The procurement process for such services is explained in more detail in Appendix G of this document.

**NOTE: All non-construction contracts over \$10,000 in which VCDBG funds are involved must include the provisions found at Appendix G of this manual.**

### **B. Facilitated Planning Strategy (FPS)—Management Plan**

Once the Needs Assessment has been approved and professional service providers are selected the Locality should contact their DHCD Community Representative to arrange for a Facilitated Planning Strategy (FPS). A DHCD facilitator will lead the FPS, with assistance from the Community Representative.

The objective of the meeting is to identify all of the activities that must be accomplished so that the CIG application can be successfully submitted. The

entire Management Team should be invited to this session along with other identified stakeholders and local government officials.

A stakeholder is either a representative or resident of the project area or someone who has the responsibility to complete a task or critical step. Stakeholders will vary according to project type, but would always include other funding agencies, regulatory agencies and officials, banks or other financing entities and persons who will be affected by the project.

The objective of this meeting is as follows:

- Establish the series of tasks, activities and decision points that will be taken in order to create products;
- Develop a responsibility chart that specifies the one individual who will be responsible for each task or activity and those who will offer support;
- Create a timetable that identifies target completion dates for tasks and activities, including product completion and relevant community and local government meetings;
- Identify any potential problems and complexities inherent in the project, and an analysis of who these will be anticipated and mitigated;
- Describe how the chief administrator of the locality and grant manager will oversee and monitor all aspects of the project to assure timely and effective implementation;
- Describe how local government officials, including the chief administrator of the locality, will be kept informed of the status of the project;
- Develop a timetable for expenditure of administrative funds based on benchmark accomplishments; and

Following the FPS, a practical project **Management Plan** that will serve as a blueprint of action must be prepared. It must provide a written narrative of the course of action for the planning project, incorporating all of the components listed above. The Management Plan will be a contract document and the benchmark dates for completion must be strictly followed. Failure to complete activities by the dates stated in the Management Plan will jeopardize Planning Grant funding. Amendments may be made to the Management Plan only with DHCD approval.

### **C. Preparation Of Performance Budget**

The Locality must prepare a performance-based budget that identifies costs for each product and other significant steps or “performance targets.” All payments will be based on the completion of each target and/or product. Successful completion of targets, as determined by DHCD, will trigger the release of grant



funding associated with the target as expressed in the Performance Budget. In addition, localities need to remember that DHCD will withhold 10 percent of the Planning Grant award until the required CIG pre-contract activities are effectively completed (see Appendix F).

The Performance Budget will be included as part of the Planning Grant Contract.

## **STEP 6: Planning Grant Proposal Submission**

Within **two working weeks** of the completion of the FPS, the locality must complete a short proposal (Appendix E) and submit it to DHCD. This proposal must include the Management Plan and the Performance Budget. Once DHCD has evaluated the proposal, a Planning Grant contract will be prepared that reflects the Management Plan and the Performance Budget.

Upon receipt, the locality should execute and return the contract and may also draw down the \$3,000 obligated by DHCD for the Needs Assessment completed earlier. Once the contract has been executed with DHCD, the locality may execute contracts for services that were previously procured.

In some cases, after the submission of the Planning Proposal, DHCD may determine that the complexity of the project warrants a face-to-face conversation between the Associate Director of the Project Management Office and the Chief Executive of the Grantee locality. In such cases, the Associate Director will contact the Chief Executive to set up a **Contract Negotiation Meeting**. This session, generally held at the local government offices, should be attended by the Chief Executive, the person who prepared the Planning Grant proposal, and the Management Team members.

The **Contract Negotiation Meeting** is for policy setting and issue resolution concerning the planning process for the ultimate physical implementation of the project. The process, collaborative partners, budget, planning products and the outcome of the planning project will be discussed at this meeting.

## **STEP 7: Completion Of Products**

Once a contract has been awarded, the locality should commence with completing the activities as outlined in the Management Plan. These activities will include, at a minimum, the following:

- Technical Assessments completed by specialists and professionals;
- Completion of surveys as needed to ensure information is complete and accurate and that the project is eligible;
- Series of meetings to collect information from stakeholders and to ensure that stakeholders remain informed of the progression of the project. These meetings are a critical component and DHCD expects several of these to be held on an as needed basis.

- CIG Proposal preparation and submittal. CIG Proposals are typically due in the Spring of each year.
- Completion of Pre-Contract Activities (see Appendix F for further detail).

## **Contract Negotiation Guide**

In addition to this Manual, you will receive a copy of the “2003 Contract Negotiation Guide” (CNG). The Community Representative working with you will provide the Guide to you early in the grant process. That Guide should be used as a reference and in conjunction with this Manual. The Guide provides greater detail in some areas of Planning Grant and Community Improvement (construction) Grant (CIG) requirements.

**NOTE:** Every element of this manual and the CNG do not apply to every Planning Grant. Nor does the Manual provide for every issue that may arise in a particular Grant. It is a reference document intended to delineate Grantee responsibilities and to explain Grant procedures. Any problems arising in the management of a Planning Grant for which the Agreement or Manual provide no clear guidance should be brought to the attention of your Community Representative, (804) 371-7061 (Richmond) or (276) 676-5471 (Abingdon).

## **SECTION 3**

### Project Type Products

2003 Planning Grant RFP and Manual

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## **Planning Products By Project Type**

Once a contract has been awarded by DHCD, the Locality must embark on completing the required appropriate products related to the needs and anticipated construction project. The following are examples of activities that DHCD recommends localities complete-- **during** their Planning Grants-- to prepare for Community Improvement Grants. Readiness to proceed with the CIG project will be determined, in part, by the completeness of the below-listed projects, as appropriate, for the Locality's project type.

### **Comprehensive Community Development**

All Comprehensive projects must target at least two significant activities. Furthermore, this significance must be demonstrated by category, such as housing, sewer or water, rather than by component, such as owner-occupied housing rehabilitation or substantial reconstruction. Localities submitting this type of planning project should undertake the following activities in addition to those products listed under the appropriate categories:

1. Selection of the neighborhood to receive the infrastructure and housing improvements;
2. Development and mobilization of a neighborhood stakeholder group (or recruitment of an usable existing neighborhood group) to aid in the Locality's assessment of neighborhood needs and in the selection of future construction activities; and
3. Neighborhood needs assessment that should undertake an analysis of a full range of need areas, including housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police/fire protection, and other neighborhood-specific items.

### **Economic Development**

CDBG assistance is primarily to create jobs and business opportunities for LMI persons and to eliminate blighting conditions in deteriorated areas as a means of creating better environments for future economic activities.

#### **Job Creation and Retention**

Job Creation and Retention assistance is available for on-site or off-site assistance to commercial enterprises, sheltered workshops or other non-basic industries, or projects with job retention by basic and non-basic industries. Localities must provide a clear need for the off-site improvements and show justification for their scope and scale through PER's and other analysis. Localities must also demonstrate that they will produce a documentable outcome in terms of specific numbers of businesses created, specific

numbers of jobs created, and specific numbers of persons employed, therefore **Planning Grants are offered for industrial development only in rare and exceptional cases where the economic development needs of the locality are clear.** Localities submitting this type of planning project should consider the following activities:

1. Preliminary Engineering Report. This report should include the requirements for preparing a site for an industrial location (or expansion): grading, roads, utility extensions, and shell building schematics;
2. Hiring Plan. A hiring plan must be developed that clearly identifies how employees will be referred to the Industry and what and how information will be shared between all participating entities;
3. Industry Development Agreement. A legally enforceable agreement between the grantee and the assisted business must be drafted. The agreement must be reviewed and approved by DHCD before it is signed by the Locality and industry representative. The agreement is a requirement and cannot be waived. See the CNG Manual for more details on the Content of the agreement; and
4. Security of CDBG Funds. All CDBG funds must be adequately secured. If the Industry Development Agreement does not include sanctions for non-performance, the grantee must secure funds with a non-recourse Letter of Credit equality to the amount of the DCHD grant offer.
5. Business Development Strategy. In the case of speculative development, a business development strategy based on a Market Study that captures the weaknesses and strengths of the current local business and industry market, should be completed.

## **Entrepreneurship Development**

Entrepreneurship Development includes access to capital and financial assistance, technical and managerial assistance, technology transfer and entrepreneurial education and training and entrepreneurial networks. Therefore, localities submitting this type of planning project also should undertake the following types of activities:

1. Solicitation of participating localities. Since some projects may be regional when submitted as a CIG, other localities should be recruited for participation during the Planning Grant;
2. Program Design. All entrepreneurship development projects must operate according to written guidelines established for the program. The Program Design should explain all policies, procedures and requirements related to the use of the funds for the program. The guidelines must include how the program will be staffed, financing availability, program outreach and promotion, program eligibility, intake process, job training programs, business mentoring programs, and underwriting guidelines. The Planning Grant project should involve the consideration of all program design issues, although the final program design document does not need to be prepared unless the

community receives a Community Improvement Grant for the project. See the CNG Manual for more details about the content of the plan;

3. Administrative structure. The entity that will operate the loan pool should be solicited or created during the Planning Grant;
4. Technical assistance program development. Applicants should be proposing to design a business assistance program that includes advice to prospective borrowers on start-up, cash-flow management, developing business plans, securing funding, conducting marketing, etc., as well as counseling and peer support programs;
5. Analysis of other resources for loan pool capitalization and technical assistance to enterprises;
6. Identification of potential loan pool users; and
7. Program Income Plan. A Program Income Plan must be developed, which should stipulate the use of all CDBG funds returned to the program. These funds must be spent in accordance with the DHCD approved and locally adopted plan. The plan must project how much in program income it expects to receive over a five-year period.

### **Environment Enhancement (includes Downtown Revitalization)**

These activities will improve the economic environment of a locality by enabling the removal of slums and blighting conditions that threaten the health, safety and welfare of the community as a whole and have an adverse impact on the value of real property that, in turn, adversely impacts community wealth. There are two primary economic environment enhancement options: business district revitalization and site redevelopment.

Business district revitalization project products include:

1. Structural Needs Assessment. A technical assessment of all structures must be completed. The assessment must result in the identification of all properties and structures in the project area that are blighted (as defined by the community standard) and the level of blight associated with these properties and structures. This assessment must be completed by a qualified professional serving on the Management Team.
2. Downtown Improvement Plan. The Downtown Improvement Plan will include the following components:
  - a. Physical Improvements Plan. This should define the project area and address the infrastructure and physical amenity needs of this area, such as need for building demolition, parking, water, sewer, drainage, streets, sidewalks, benches, trees, signs, lighting and façade improvements. In the event that infrastructure will be addressed, a PER is necessary. When façade

improvements will be carried out, a façade improvement program should be developed that effectively targets CDBG funds to those buildings which are most blighted. Façade improvement programs should also reflect commitment and participation letters/agreements from downtown business and property owners. The Physical Improvements Plan must remove all blight identified in the project area and will serve as the basis for the locality's Redevelopment and Conservation Area (see Title 36 of the Virginia Code).

- b. **Business Development Strategy.** This strategy should be based on an understanding of the underlying market conditions present in the Central Business District and the opportunities that exist in the CBD and region. The strategy should focus on actions the locality is taking to retain businesses and encourage future business growth. These actions may include favorable tax structures for businesses locating in the project area, loan programs for project area businesses, technical assistance programs for project area businesses, detailed marketing efforts to attract future businesses, and a target list of desirable economic uses that can be supported in specific CBD locations.
3. **Organization.** If one does not already exist, a downtown organization should be created. The organization will be responsible for setting project goals and objectives and building consensus on solutions to downtown problems. The work of this organization should tie into an overall planning process that involves community-wide needs and objectives;
4. **Downtown improvement strategy.** A plan of action should be created that includes the physical and organizational improvements and financial incentives for private investment that are needed to revitalize the CBD. A Redevelopment and Conservation Plan should be developed if applying under the slums and blight national objective; and
5. If applying under the principal benefit to LMI national objective, private commitments to hiring low- and moderate-income persons and/or to making additional investments downtown should be documented during the planning project.

Site Redevelopment project products include:

1. **Economic Analysis.** The grantee should analyze local and regional strengths and weaknesses related to attracting a major industry to the target site and understand the barriers associated with attracting business to the target site.
2. **Preliminary Engineering Report or other Needs Assessment.** This report should include the requirements for removing all blight on the targeted property and for preparing a site for an industrial location (or expansion): grading, roads, utility extensions, and shell building schematics;



3. **Marketing Plan.** A plan should be developed to market the proposed industrial site to appropriate industries, including the development of any necessary informational and promotional materials; and
4. **Planning process.** The Planning Grant-funded site-specific activities should supplement a more generalized community planning process that analyzes the Locality's overall needs.

### **Development Readiness**

This category allows for the completion of improvements that will result in the future creation of businesses and job opportunities providing primary benefit to LMI persons. The focus of this category is on removing barriers to economic investment, particularly in areas of distress. Eligible activities include acquisition, site preparation, on-site and incidental off-site infrastructure, architectural and engineering costs, building rehabilitation or construction, and administration. These activities can only be implemented if the site and/or building is publicly-owned. Therefore, localities submitting this type of planning project also should undertake the following types of activities:

1. **Analysis of Need and Demand.** The grantee should analyze the project area, to ascertain whether and to what extent jobs will be created and to understand what barriers to development exist on the targeted site.
2. **Marketing Plan.** A plan should be developed, outlining the strategy for growing and/or attracting businesses and creating employment, primarily through basic industries. The CDBG assisted site or building should have a prominent position in the strategy. The plan must identify the organization that is financially and technically capable of conducting the marketing;
3. **Program Income and Repayment Plan.** All CDBG funding spent on these projects, save for administration costs, must be recovered upon sale or long-term lease of the site or building to a private sector entity, which will create the required jobs. Full recovery of the funds must occur within two to three years of the completion of construction activities. A plan must be developed, outlining how this will be accomplished;
4. **Administrative structure.** An entity must be identified to implement the activities. This can be the locality or a local or regional non-profit economic development entity. Such an entity must have the capacity to borrow and administer Federal funds for economic development purposes.

## **Housing**

### **Housing Rehabilitation**

CDBG assistance is available to improve low- and moderate-income-occupied housing units to DHCD Housing Quality standards. Such projects must target housing rehabilitation needs within a single, well-defined project area. Therefore, localities submitting this type of planning project also should undertake the following activities:

1. Survey of target area residents to gather information about income eligibility, household characteristics, general housing problems and level of interest in participating in the applicant's housing program;
2. Interior inspections of each house occupied by low- and moderate-income (LMI) persons to determine extent of need for repair;
3. Itemized cost estimates of needed repairs based on the interior inspections above;
4. Completion of biddable work write-ups for 10% of the houses targeted for rehabilitation assistance;
5. Signed agreements to participate in the program from land lords;
6. Analysis of prospective participants' incomes and household characteristics to derive ability-to-pay calculations, based on 25 percent of household income; and
7. Program Design. All housing rehabilitation programs must operate according to written guidelines established for the program. The guidelines must include the grantee's policy on all facets of the rehabilitation program as well as procedures to be followed in implementing the program. The program design includes the objectives of the project, eligible types of properties and beneficiaries, the geographic area eligible for assistance, the types of assistance to be made available, the housing quality standards selected, applicant intake procedures, bidding procedures, verification procedures, resale and residency requirements, procedures for assuring rent affordability (if applicable), and an outline of roles and responsibilities. The program design should include an analysis of the selected target area and must be individually tailored to meet the needs of the project area beneficiaries. The Planning Grant project should involve the consideration of all program design issues, although the final program design document does not need to be prepared unless the community receives a CIG for the project.

### **Housing Production Assistance**

CDBG assistance is available to support the development of new single- and multi-family housing units for low- and moderate-income persons. All housing production projects must demonstrate a clear local need for additional housing units, provide evidence of

significant local demand for the additional units, and target the development of housing units of a quality and quantity that will meet local needs and demands. Therefore, localities submitting this type of planning project also should undertake the following activities:

1. Analysis of need and demand. Planning Grant recipients should study the housing markets in their communities to ascertain whether and to what extent new housing units by type, tenure and location are needed and in demand among residents, particularly among low- and moderate-income households;
2. Cost estimates. These should be prepared for all needed site improvements, utility extensions, access roads, and for the new units to be provided through non-CDBG sources (unless it is an adaptive reuse project). Some housing production projects may need a Preliminary Engineering Report prepared. Adaptive reuse planning projects must include cost estimates for asbestos removal where older buildings are being investigated as possible sites for future housing units;
3. Financial analysis (Pro Forma). Incomes of the targeted households should be analyzed and compared to the mortgage or rental costs to be borne by the intended beneficiaries. Any costs related to developer's fees must be uncovered and revealed to DHCD.
4. Other funding sources. Since CDBG cannot be used to construct new units, projects that involve the construction of new units will require other sources of funds that should be investigated during the Planning Grant study. Some adaptive reuse projects also may require non-CDBG construction funds; and
5. Administrative capacity. The Locality should prepare a plan during the Planning Grant study for administering the construction project, especially since housing production projects usually require post-construction management (sale or rental of units, eligibility determinations, program income management, etc.)

## **Community Facilities**

Community facilities include water services, wastewater services, drainage improvements, and street improvements. Localities must address the indoor plumbing needs of project area residents. Benefit to a particular household will not be accepted unless the unit currently has or will be provided with indoor plumbing facilities. Housing units receiving indoor plumbing facilities must also meet DHCD Housing Quality Standards. Therefore, localities submitting this type of planning project also should undertake the following activities:

1. Surveys. Surveys of income, need for service and indoor plumbing/rehabilitation, and interest in participation among prospective beneficiaries;
2. Agreements. The execution of user agreements;

3. Preliminary Engineering Report (PER). This report, which must be stamped and signed, should include design alternatives, layout of water and/or sewer lines, cost estimates, and identification of other funding sources;
4. If bathrooms need to be installed and/or added to houses receiving water and/or sewer service, unit-by-unit determinations must be made concerning the need for households to receive the indoor plumbing improvements *and* housing rehabilitation according to DHCD requirements;
5. Agency approvals. Grantees are encouraged to contact relevant state agencies (State Water Control Board, Virginia Department of Health) during preliminary project design to identify potential conflicts with regulatory requirements. The PER, when completed, also should be sent to these agencies for review; and
6. Other funding sources. Many water and sewer construction projects require more funds than are available from CDBG alone. Planning Grant recipients should include the analysis of other programs - such as those by the Southeast Rural Community Assistance Project, Inc., formerly known as the Virginia Water Project, USDA/Rural Development, or the Virginia Resources Authority - that could offer additional funds needed for the future construction project.

### **Community Service Facility**

CDBG assistance is available for physical facilities targeting the provision of importance services to low- and moderate-income persons and the greater community. Such facilities include day care facilities, facilities for protected populations such as the elderly and the disabled, community centers, health clinics, libraries, schools, hospitals, and skill-building facilities for youth and the unemployed. The Locality must demonstrate that the required benefits will be provided to the targeted populations and that any fees that are to be charged to beneficiaries must be substantiated as affordable and sufficient in terms of the projected income and expenses of the facility. Therefore, localities submitting this type of planning project also should undertake the following activities:

1. Analysis of need and demand. Planning Grant recipients should survey residents and service providers in their communities to ascertain whether and to what extent new or expanded services are needed and in demand among residents, particularly among low- and moderate-income households;
2. Site Control. The Locality must have control of the property on which the facility will be situated. These can take the form of either actual ownership of the property or of obtaining an option to purchase the site if the Community Improvement Grant is obtained;
3. Physical Improvement Plan. Preliminary design of the proposed physical improvements should be completed;

4. Agreements. The execution of agreements necessary for the operation and staffing of the facility and the delivery of services;
5. Staffing and Operations Plan. The Five-Year Staff and Operations Plan is the means or implementing an effective transition from the grant acquisition and construction phases of the project to the facility operation phase. This plan is critical because CIG funds cannot be used to operate the facility. See the CNG Manual for more details on the content of the plan;
6. Pro Forma. An analysis of revenue and expenses to manage the property for five years must be completed; and
7. Deed of Trust. The draft of the deed providing that the facility will be used for the delivery of the proposed service for at least 20 years.



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## **SECTION 4**

### **Planning Grant Management Policies**

2003 Planning Grant RFP and Manual



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# **Planning Grant Management Policies**

## **Pay-for-Performance**

All Planning Grant contracts are based on a pay-for-performance model. This model ensures that a locality completes a product or achieves a desired outcome by a specific date and awards a pre-set amount of funds for the specific accomplishment. The product, desired outcome (performance target) and date at the Facilitated Planning Strategy Session. This session shall include all key local stakeholders and appropriate staff from DHCD and other relevant organizations. This session will result in the establishment of planning performance targets, products and decisions points which will provide the basis for DHCD's issuance of a Planning Grant contract.

Contracts for Planning Grants will stipulate the criteria, date, and award amount for completion of successive performance targets and products. Successful completion of the targets and products will trigger the release of grant funding and the obligation of additionally funding for activities related to future performance targets and products. A small amount of funding may be provided to localities for initiation of planning activities, but this amount will be an element of, not an addition to, the total amount of Planning Grant funding committed to a project.

## **Administration**

DHCD will allow 10% of the total planning grant award to be budgeted as administration. Administration costs may include the coordination of the completion of all activities and products associated with the Planning Grant and the completion of the DHCD required Pre-Contract Activities (see Appendix F).

Please note that the administration costs must be associated with the completion of specific targets and products. Failure to achieve specific targets or complete products in accordance with the Management Plan will jeopardize administration costs.

## **10% Retention Policy**

The Department of Housing and Community Development will retain 10% of each Planning Grant until:

1. All products are received and approved by DHCD as stipulated in the contract;
2. All final closeout paperwork is completed and returned by the locality to DHCD;
3. Pre-contract activities have been completed as required (see Appendix F); and
4. A proposal for a Community Improvement Grant has been submitted.

The Department further reserves the right to retain the full cost of planning products not delivered or not acceptable to the Department. Grantees should therefore hold any entity they engage to carry out Planning Grant activities to this requirement

## Budget Revisions And Contract Amendments

The iterative nature of the Planning Grant process should obviate the need for budget revisions or contract amendments. However, in the event that a revision of the budget is necessary based on unexpected circumstances or a contract amendment is necessary due to changing circumstances, DHCD must be notified immediately. No revision of the budget or contract amendment will be allowed without full discussion and understanding of the need for such changes.

## Procurement

As discussed previously, Planning Grant recipients must abide by the Virginia Public Procurement Act when obtaining services to be completed for the planning grant. This act allow localities the option of using their Planning Grant solicitation of professional services to include both Request for Qualifications for performing Planning Grant activities (such as a Preliminary Engineering Report) and Request for Qualifications for final design services (such as final plans and specifications for the Community Improvement Grant construction project). Taking this step will save time next year if the CIG proposal is funded. The second example in Appendix G offers an acceptable model. Grantees using this approach are **not required** to keep the same consultant for both planning and construction, since they are able to issue a new RFQ after the CIG is funded if they choose.

Contracts executed with Planning Grant service providers **should not commit** to the consultant for the future construction project. A **separate** consultant contract would be executed when the Planning Grantee becomes a Community Improvement Grantee. However, the contract may contain provisions that allow the locality the ability to retain the service provider as it suits the locality.

## Contract With Service Providers

Each Planning Grant recipient employing a public or private sector consultant to carry out one or more activity must use a written contract as the basis of its working relationship with the consultant.

The contract must bear the date of execution and the signatures of both parties—the local government representative and the consultant.

A scope of work describing all activities to be undertaken by the consultant should be included in the contract. The local government grantee should not sign the contract unless the scope of work clearly reflects the work items it considers required in a complete analysis of its particular community development need. It is very important that the scope of work is carefully worded to emphasize both the informational needs of the grantee and the issues of importance in a future Community Improvement Grant proposal.

The contract also should contain the dates when work on the project should begin and when it should be completed. No contracts may extend beyond the expiration date in the Planning Grant Contract executed between DHCD and the grantee.

Acceptable methods of pricing consultant contracts are limited to **fixed-price** or **not-to-exceed** methods. Any costs incurred above either of these ceilings must be absorbed by the consultant or the grantee. The contract should address the timing of payments to the service provider. It would be advisable to make at least the final payment contingent upon grantee's satisfaction with the work performed. All consulting work should conform to the requirements of the Virginia Community Development Block Grant program and result in relevant information and workable planning products. An example of the latter would be a Preliminary Engineering Report for a sewer system that had been approved in draft form by the Virginia Department of Health and the Virginia Department of Environmental Quality.

All contracts must include or refer to a procedure for consideration of **contractual disputes** or disagreements arising over scope of work, timing, etc. Such procedures must establish a time for a final decision in writing by the governing body. All contracts of at least \$10,000 must contain provisions for **termination** by the grantee, "including the manner by which it will be effected and the basis for settlement." (24 CFR Part 85)

**NOTE: IT IS REQUIRED THAT ALL NON-CONSTRUCTION CONTRACTS OVER \$10,000, IN WHICH VCDBG FUNDS ARE INVOLVED MUST CONTAIN THE PROVISIONS CONTAINED IN APPENDIX G OF THIS MANUAL.**



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# **APPENDICES**

2003 Planning Grant RFP and Manual



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# 2003 Planning Grant RFP and Manual Appendices

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## Eligible Localities

### Cities

Bedford  
Buena Vista  
Covington  
Emporia  
Franklin  
Galax  
Harrisonburg  
Lexington  
Martinsville  
Norton  
Poquoson  
Radford  
Salem  
Staunton  
Waynesboro  
Williamsburg  
Winchester

### Counties

Accomack  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll  
Charles City  
Charlotte

Clarke  
Craig  
Culpeper  
Cumberland  
Dickenson  
Dinwiddie  
Essex  
Fauquier  
Floyd  
Fluvanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson  
Greene  
Greensville  
Halifax  
Hanover  
Henry  
Highland  
Isle of Wight  
James City County  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Loudoun  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg  
Middlesex  
Montgomery  
Nelson  
New Kent  
Northampton  
Northumberland

Nottoway  
Orange  
Page  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George  
Pulaski  
Rappahannock  
Richmond  
Roanoke  
Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surry  
Sussex  
Tazewell  
Warren  
Washington  
Westmoreland  
Wise  
Wythe  
York

## Towns

Abingdon	Culpeper	Lovettsville	St. Paul
Accomac	Damascus	Luray	Stanardsville
Alberta	Dayton	Madison	Stanley
Altavista	Dendron	Marion	Stephens City
Amherst	Dillwyn	McKenney	Stony Creek
Appalachia	Drakes Branch	Melfa	Strasburg
Appomattox	Dublin	Middleburg	Stuart
Ashland	Duffield	Middletown	Surry
Belle Haven	Dungannon	Mineral	Tangier
Berryville	Eastville	Monterey	Tappahannock
Big Stone Gap	Edinburg	Montross	Tazewell
Blacksburg	Elkton	Mount Jackson	The Plains
Blackstone	Exmore	Mount Crawford	Timberville
Bloxom	Farmville	Narrows	Toms Brook
Bluefield	Fincastle	Nassawaddox	Troutdale
Boones Mill	Floyd	New Castle	Troutville
Bowling Green	Fries	New Market	Urbanna
Boyce	Front Royal	Newsoms	Victoria
Boydton	Gate City	Nickelsville	Vinton
Boykins	Glade Spring	Onancock	Virgilina
Branchville	Glasgow	Onley	Wachapreague
Bridgewater	Glen Lyn	Orange	Wakefield
Broadway	Gordonsville	Painter	Warrenton
Brodnax	Goshen	Pamplin City	Warsaw
Brookneal	Gretna	Parksley	Washington
Buchanan	Grottoes	Pearisburg	Waverly
Burkeville	Grundy	Pembroke	Weber City
Cape Charles	Halifax	Pennington Gap	West Point
Capron	Hallwood	Phenix	White Stone
Cedar Bluff	Hamilton	Pocahontas	Windsor
Charlotte Ct. House	Haysi	Port Royal	Wise
Chase City	Hillsboro	Pound	Woodstock
Chatham	Hillsville	Pulaski	Wytheville
Cheriton	Honaker	Purcellville	
Chilhowie	Hurt	Remington	
Chincoteague	Independence	Rich Creek	
Christiansburg	Iron Gate	Richlands	
Claremont	Irvington	Ridgeway	
Clarksville	Ivor	Rocky Mount	
Cleveland	Jarratt	Round Hill	
Clifton Forge	Jonesville	Rural Retreat	
Clinchco	Keller	Saltville	
Clinchport	Kenbridge	Saxis	
Clintwood	Keysville	Scottsburg	
Coeburn	Kilmarnock	Scottsville	
Colonial Beach	La Crosse	Shenandoah	
Columbia	Lawrenceville	Smithfield	
Courtland	Lebanon	South Boston	
Craigsville	Leesburg	South Hill	
Crewe	Louisa	St. Charles	

## Letter of Interest

### **Letter Of Interest Format**

Localities must provide responses to the items listed below. Requests for Planning Grants must be submitted in the form of a Letter of Interest (LOI), along with two copies, on locality letterhead and should not exceed three pages in length (not including attachments). Letters must be signed by the County Administrator, City Manager, or Town Manager. If a locality lacks a Manager or Administrator, the Board Chairman or Mayor must sign. DHCD WILL RESPOND IN WRITING WITHIN 30 CALENDAR DAYS AND WILL GENERALLY AUTHORIZE UP TO \$3,000 IN PRE-PROPOSAL EXPENSES. LOCALITIES WILL HAVE 60 CALENDAR DAYS FROM THE DATE OF DHCD'S FOLLOW-UP TO SUBMIT A PROPOSAL. Responses should be addressed to: *Todd Christensen, Associate Director, 501 N. 2<sup>nd</sup> Street, Richmond, VA 23219*

### **Needs**

**Describe the needs that the locality intends to address with VCDBG Planning Grant funding.** How does the locality know about this need? Include as much detail as is currently known (prior to examining this need further using Planning Grant funding). Is there a lack of or gap in the availability of one or more basic community attributes or services found in comparable communities? Does the missing attribute or service directly affect low- and moderate-income persons? Does the missing attribute relate to blighting conditions?

### **Timeliness**

**Describe why these needs must be addressed now.** Has an unforeseen action occurred that threatens the health or safety of the community? Has an opportunity arisen which the community can use to its advantage? Have potential beneficiaries been mobilized or otherwise communicated their intentions to address community needs? Has the community developed a strategic or action plan that includes project priorities and is the community ready to address the highest priority item?

**Readiness**

**Describe how ready the community residents and local government are to complete planning and implement a project to meet the perceived needs.** What steps have been taken to get the community and local government ready to proceed? What evidence is there that both the community and local government have the energy and will to make progress on this project? Is the local government supportive of the project? Is there community support and consensus regarding the perceived needs? Have **real** community sparkplugs been identified?

**Attachments****#1 - Map**

Attach at least one map showing the target area and its relation to local roads and other physical features.

**#2 – Documentation of Need and Support**

Attach documentation of project needs. Attach letters and other documents indicating support for the project by stakeholders and other entities.

## Sample DHCD Response

February 14, 2003

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City, VA \_\_\_\_\_

RE: 2003 VCDBG Planning Grants  
Response to Initial Request

Dear Mr. \_\_\_\_\_:

We have reviewed the City's request for VCDBG Planning Grant assistance for the \_\_\_\_\_ Project. We have reserved \$3,000 in Planning Grant funding to reimburse the City for completion of the following activities by **April 17, 2003**:

### **1. Completion of an initial public meeting**

The City must schedule a public meeting to give property owners, business owners, and residents an overview of the proposed redevelopment project. Citizens must be informed about the City's intentions to identify all needs, including housing, water, sewer, road improvement, and land use/zoning deficiencies, within the neighborhood and to survey stakeholders of the neighborhood to confirm needs and income status. Citizens must also be informed of potential future activities under the Project, including additional public and management team meetings and completion of housing inspections, commercial structural evaluations and engineering assessments in the neighborhood. The City must disclose that future Planning Grant and Community Improvement Grant funding depends on completion of these initial activities. At this meeting, energized neighborhood leaders (called "sparkplugs") representing the different groups of stakeholders must be identified and included as members of the management team.

### **2. Completion of an initial management team meeting**

The City must identify key stakeholders and secure their commitment in serving on a project management team. The management team must include the City Manager, a member of the City Council, the local building official, a representative of the project



area's business community, public works director or engineer, the project manager, and at least two neighborhood representatives. At this initial meeting, management team members must help the City develop a plan for completing these initial Planning Grant activities.

### **3. Completion of preliminary neighborhood assessment**

The City must complete an assessment of the proposed project area that addresses at a minimum the following issues:

- Land Use and Plans. Review of current land use/zoning ordinances, enforcement of such ordinances and current plans for future development per the City's Comprehensive Plan.
- Structural Conditions. Windshield survey of the residential and business areas to assess housing and building conditions (integrity, age, size, type, and so on) and other prominent needs such as vacant buildings.
- Blighting Conditions. The City must investigate other relevant sources of information on neighborhood living conditions and empty parcels, such as reports by the local building official and relevant assessments of blight.
- Infrastructure Assessment. The assessment should include information on existing water, sewer, and road conditions and the perceived need for improvement of this infrastructure.

Where appropriate, the City should include additional issues. The City must prepare a written summary of its neighborhood assessment findings.

### **4. Completion of neighborhood surveys**

The City must survey ALL of the households in the proposed project area to determine household needs and income and interest in the project. The City must analyze the results to ascertain the eligibility, need, and demand for the project. The City must compile a written summary of survey results.

### **5. Completion of business surveys**

The City must survey all of the business owners and commercial property owners in the proposed study area to determine interest, needs and willingness to participate in a commercial corridor revitalization project. The City must analyze the results to determine the need and demand for the project. The City must compile a written summary of survey results.

### **6. Completion of a second management team meeting**

The City must schedule a meeting of the management team wherein members can review the results of the preliminary neighborhood assessment and the surveys. Based on the results of the completed surveys and assessment, the management team must help the City select the necessary activities to be carried out under a planning grant project. The outcome of this meeting must be a distinct scope of services/ list of activities that needs to be completed in order to for this project to move forward.

Upon completion of the survey, the preliminary assessment, and initial general public and management team meetings, the City must submit a copy of the survey instrument, the tabulated survey results, and the summary of neighborhood assessment activities to DHCD. The City must submit this information by the **April 17, 2003** deadline noted above.

Once DHCD has received and reviewed your response due April 17, 2003, a determination will be made as to the viability and eligibility of the proposed project. If the project is determined to be viable and eligible, the City will be notified by DHCD and the city should then work with the assigned Community Representative to conduct a Facilitated Planning Strategy session with the management team. The purpose of this meeting is threefold: 1) To discuss with the management team and key stakeholders the necessary activities that need to take place to complete the planning grant; (2) Determine the timeframe for completion of these activities; and (3) Determine which individual will be responsible for completing each activity.

**IMMEDIATELY FOLLOWING the Facilitated Planning Strategy meeting, the City must submit a VCDBG Planning Grant proposal.** This proposal must be prepared in accordance with the instructions included in the 2003 VCDBG Planning Grants Prospectus and Proposal Format.

If the City completes the activities outlined above by the established deadlines, the City will have access to the \$3,000 reserved and to additional Planning Grant funding not to exceed \$22,000. The actual funding amount will be dependent upon costs to complete the identified activities. If the City fails to complete the identified activities and / or fails to submit a Planning Grant proposal, no Planning Grant funding will be awarded.

Should you have any questions, please contact Bruce Warrington, Policy Analyst, at 804-371-7056.

Sincerely,

Todd Christensen  
Associate Director

TMC  
Enclosures

cc:

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## **Preliminary Needs Assessment**

Upon receipt of a Locality's Letter of Interest, DHCD determines what kind of project is being sought and what kind of information DHCD must have in order to make an educated decision regarding future planning grant funding. As such, DHCD responds to the LOI with a letter that assigns completion of a Preliminary Needs Assessment (PNA). This Assessment may be completed by local, professional staff or the locality may procure someone with assistance in completing the Assessment. DHCD will reimburse the locality an amount up to \$3,000 for successful completion of the assigned Preliminary Needs Assessment.

The purpose of the Preliminary Needs Assessment is to determine three things:

1. What are the general perceived needs with relation to a particular project?
2. Does the proposed project meet eligibility standards with regard to CDBG National Objectives (typically either removal of slum and blight or benefit to LMI individuals)?
3. Is there enough interest by those impacted by the project to move beyond the preliminary investigation stage?

In order to accomplish these objectives it is necessary for the locality (or an agent of the locality) to ask appropriate questions of appropriate stakeholders, i.e. survey the impacted population. Clearly, the questions to be asked and the people to ask will be dictated by the circumstances of a particular project. What follows here is an explanation of methodology in completing the Preliminary Needs Assessment for typical planning grant projects. Please note that not all project types are included in this manual. If your project is of a type not included here and information directly related to your project has not been provided to you, please contact DHCD at 804-371-7061 for assistance.

### **Housing / Neighborhood Improvement Projects**

Planning grant requests typically target a broad range of activities that focus on a distinct neighborhood or project area. During the preliminary needs assessment the locality and DHCD will determine which activities are critical to addressing the needs presented in the project area. Therefore the following should be completed as part of the PNA:

A. Neighborhood Needs Assessment. The Neighborhood Needs Assessment reflects conditions present in the project area. The Neighborhood Needs Assessment should be completed by a professional with knowledge of the project area. It will include a discussion of:

- Character of the neighborhood: how many residences, how many commercial buildings, how many of each type is vacant or occupied;
- Topography and relation to flood plains;
- Existing civil infrastructure and its adequacy or inadequacy to serve the project area with specific information related to service, size and problems;
- Presence of wells/septic systems and number which are failing or inadequate;
- Condition of streets, sidewalks, drainage in the project area and specific problems related to each of these;
- Condition of housing in the project area;
- Presence of debris, litter, junk, etc.

Included in this Appendix is a Neighborhood Needs Assessment that reflects in greater detail information that should be collected. Please note that the included Neighborhood Needs Assessment should **not be regarded as a model and simply completing this form will not be accepted as completion of this activity**. Rather it should be considered as a list of issues that must be addressed when completing this activity.

B. Individual Confidential Survey. Each household in the project area must be surveyed during the PNA to determine what their thoughts are regarding needs in the project area and to determine if they are LMI. The survey will collect the following kinds of information:

- Demographic detail (race, ethnicity, number in household, etc.)
- Household income
- Disposition of home: owner or renter?
- Perceived problems in the neighborhood
- Condition of house (poor, moderate, good)
- Interest in participating in program

This survey should be conducted by the local government or an agent of the local government. It may be helpful to have a neighborhood sparkplug provide assistance in completing this activity. A sample survey is included here and may be used. Please note the need to reflect the locality-specific LMI figures as found at Appendix I.

A person has LMI status if his/her annual income—totaled with the incomes of all family members over age 17 with whom s/he resides—does not exceed the HUD Section 8 Income Limit for his/her family size and his/her locality (see Appendix I). Family is defined as all persons living in the same household related by marriage, birth, or adoption.

## Downtown Revitalization/Economic Environment Enhancement

Localities requesting Planning Grant assistance targeting Downtown Revitalization/Economic Environment Enhancement will typically be asked by DHCD to complete a Preliminary Needs Assessment that indicates a significant amount of blight in the targeted study area and strong consensus among those most directly impacted to address the causes of the blight. Blight can be broadly defined as those factors which impede investment in a neighborhood/commercial area and can include both physical and economic issues as specifically defined by the community. Please note that CDBG investment is limited to project areas that meet the parameters as provided in Title 36 of Virginia Code and the locality must acquaint itself with Title 36.

The following assessment will be typically assigned as part of the PNA:

- A. Neighborhood Needs Assessment. See (A) above.
- B. Downtown Needs and Interest Survey. This survey should be given to property owners, business owners and other stakeholders located in the project study area. The survey included herein may be used as presented. However, you may also find it useful to amend to address particular circumstances or concerns.
- C. Building Condition Survey. The locality must identify the condition of each building and all parcels in the project area. Details regarding the building and parcels should include such things as:
  - a. Occupancy
  - b. Use: residence or commercial
  - c. In compliance with zoning?
  - d. Notable code violations
  - e. Age or historic value of the building
  - f. Condition of the property

Local professional staff may complete this assessment. It may be helpful to receive guidance or assistance from a local building official or from someone with some general construction knowledge. **It is not necessary that an architect or rehabilitation specialist complete this assessment.** A sample survey is not included here. The locality may develop a format that it finds most useful and easy to manage.

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## NEIGHBORHOOD NEEDS ASSESSMENT

### General Characteristics

Name of neighborhood or project area: \_\_\_\_\_

How many homes are in the project area? \_\_\_\_\_

What percentage of it is:

residential	_____
industrial	_____
commercial	_____
public	_____
institutional	_____
unimproved	_____

What percentage is in the floodplain? \_\_\_\_\_

What percentage is in the floodway? \_\_\_\_\_

How would you describe the slopes? \_\_\_\_\_

What are the typical residential lot sizes? \_\_\_\_\_

What are the typical types of homes? \_\_\_\_\_

What are the typical ages of homes? \_\_\_\_\_

What is the breakdown of rental: \_\_\_\_\_, owner-occupied: \_\_\_\_\_

What percentage of homes are mobile homes? \_\_\_\_\_

What is the typical household size? ☐ large family  
☐ small family  
☐ mix

Are the homes typically occupied by the elderly? Yes ☐ No ☐

What is the proportion of households working: \_\_\_\_\_  
on public assistance: \_\_\_\_\_

How would you typify the stability of the neighborhood, by turnover of occupancy?  
☐ high turnover ☐ medium ☐ low

Is the neighborhood near one or more of the following:  
☐ industrial area  
☐ commercial area  
☐ other major employer  
☐ major developing area

### Water

Does the applicant have a public water system? Yes ☐ No ☐

Is the project area served by public water? Yes ☐ No ☐

Are all homes connected to the system? Yes ☐ No ☐

If no, how many are not connected? \_\_\_\_\_

Do the service lines meet local standards? Yes ☐ No ☐

If no, specify deficiency(ies): \_\_\_\_\_

Current condition of lines: \_\_\_\_\_



**Water, cont.**

Is the project area served by adequate wells? Yes ☐ No ☐

If no, what is the typical problem(s) with the wells?

☐ unreliable supply ☐ water quality ☐ other, please specify:

\_\_\_\_\_

\_\_\_\_\_

**Sewer**

Is the locality served by public sewer? Yes ☐ No ☐

Is the project area served by public sewer? Yes ☐ No ☐

Are all homes connected to the system? Yes ☐ No ☐

If no, how many are not connected to the system? \_\_\_\_\_

Do the service lines meet local standards? Yes ☐ No ☐

If no, specify deficiency(ies): \_\_\_\_\_

Current condition of lines: \_\_\_\_\_

Is the project area served by adequate septic systems? Yes ☐ No ☐

If no, what is the typical problem(s) with the septic(s)? (provide #s)

\_\_\_\_ failure during ground saturation due to rainfall

\_\_\_\_ failure at all times

\_\_\_\_ outhouses in use or cesspools

\_\_\_\_ other, please

specify: \_\_\_\_\_

\_\_\_\_\_

**Streets**

Is the neighborhood served by paved streets? Yes ☐ No ☐

If yes, do the streets at least meet local standards? Yes ☐ No ☐

If not, please specify the deficiency: \_\_\_\_\_

\_\_\_\_\_

If the streets do meet the local standards, is the current condition of the pavement

☐ adequate or ☐ deteriorated.

Please specify the type and extent of the deterioration: \_\_\_\_\_

\_\_\_\_\_

**Housing**

Does the project area have a significant number of homes in need of repairs?

Yes ☐ No ☐

What number of homes need rehab? \_\_\_\_\_

What percentage of homes need rehab? \_\_\_\_\_%

What number of homes are too dilapidated for the \$25,000 rehab limit? \_\_\_\_\_

What percentage are too dilapidated? \_\_\_\_\_%

What number and percentage of homes are vacant? # \_\_\_\_\_ %

How many of these are in need of demolition? \_\_\_\_\_

How many, if any, vacant non-residential structures are in need of demolition? \_\_\_\_\_

How many homes currently lack complete indoor plumbing? \_\_\_\_\_

## Other Neighborhood Conditions

What is the status of the neighborhood's:

Drainage? ☐ good ☐ fair ☐ poor

Sidewalks? ☐ good ☐ fair ☐ poor ☐ NA

Street Lights? ☐ good ☐ fair ☐ poor ☐ NA

Litter? ☐ good ☐ fair ☐ poor

*(Junk cars, debris in vacant lots, etc.)*

Crime? ☐ good ☐ fair ☐ poor

Recreation/Parks? ☐ good ☐ fair ☐ poor

Discuss below other identified community needs:

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## INDIVIDUAL CONFIDENTIAL SURVEY

Name of Interviewer: \_\_\_\_\_

Map Code of House: \_\_\_\_\_

Survey Date: \_\_\_\_\_

Time: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

House Number and Street (if different from address):  
\_\_\_\_\_

3. Race/Ethnic Status: White-Not Hispanic ☐ Black-Not Hispanic ☐  
Hispanic ☐ Asian/Pacific Islander ☐ American Indian/Eskimo/Aleut ☐

4. Do you own this home ☐ or rent ☐  
What is your monthly mortgage or rent? \$ \_\_\_\_\_

5. Total household income is defined as income all household members over age 17 receive from all sources, such as wages, salaries, interest income, investment income, social security, public assistance, or other sources. Find the statement which correspondence to your household size and check whether your income is above or below the threshold income on that line.

- There is **one (1) person** in my household including myself, my income is:  
Above ☐ **\$19,500 per year** Below ☐
- There are **two (2) persons** in my household including myself, our income is:  
Above ☐ **\$22,250 per year** Below ☐
- There are **three (3) persons** in my household including myself, our income is:  
Above ☐ **\$25,050 per year** Below ☐
- There are **four (4) persons** in my household including myself, our income is:  
Above ☐ **\$27,850 per year** Below ☐
- There are **five (5) persons** in my household including myself, our income is:  
Above ☐ **\$30,050 per year** Below ☐
- There are **six (6) persons** in my household including myself, our income is:  
Above ☐ **\$32,300 per year** Below ☐
- There are **seven (7) persons** in my household including myself, our income is:  
Above ☐ **\$34,500 per year** Below ☐
- There are **eight (8) persons** in my household including myself, our income is:  
Above ☐ **\$36,750 per year** Below ☐

**Note: Section 8 income limits vary. The sample incomes listed above are for example only. Make sure to use the specific income limits for your locality when designing your survey.**

6. Are you experiencing problems in the following areas:

**WATER**

Water Pressure Yes ☐ No ☐  
Water Quality Yes ☐ No ☐  
What type of water service do you have? (check one)  
Public water system ☐ Well ☐  
Please describe any problems \_\_\_\_\_

**SEWER**

What type of sewer service do you have? (check one)  
Public sewer ☐ Well ☐  
If you have a septic tank, does it have a problem?  
Please describe any problems \_\_\_\_\_

**STREETS**

Is there a problem with the streets or roads, including access? Yes ☐ No ☐  
Please describe the problem \_\_\_\_\_

**DRAINAGE**

Is there a problem with storm drain? Yes ☐ No ☐  
Please describe the problem \_\_\_\_\_

7. Is your house equipped with a bathroom with commode, sink, and tub/shower?  
Yes ☐ No ☐

8. I am interested in having my house provided with the following, if not already available: (**Note: Locality must insert the estimated monthly rate below**)  
(Circle one or more)

**Water** at \$\_\_\_\_ per month **Sewer** at \$\_\_\_\_ per month **Bathroom**--no charge: LMI  
**Note: No hook-up fee will apply to low -to moderate-income families.**

9. Are there any elderly (62 years or older) persons residing here? Yes ☐ No ☐

10. Are there any persons living here that are handicapped? Yes ☐ No ☐

11. Is this a female-headed household? Yes ☐ No ☐

12. How many children reside in the household? \_\_\_\_\_

13. Would you participate in a housing rehab program if loan funds were made available?  
Yes ☐ No ☐

14. Would you provide or donate the easement needed for the water or sewer lines?  
Yes ☐ No ☐

**Signature:** \_\_\_\_\_

## **DOWNTOWN NEEDS ASSESSMENT SURVEY**

We are conducting this survey to learn how downtown can serve you better in the future. Your answers will help us make some recommendations for how downtown can be improved. Thanks for taking a moment to help!

1. Check each that applies:

a. I am a downtown business owner \_\_\_\_ yes \_\_\_\_ no

What is the name of your business? Address? Nature of business?

b. I am a downtown property owner \_\_\_\_ yes \_\_\_\_ no

Address of property:

c. Other: \_\_\_\_ Shopper  
\_\_\_\_ Employee of downtown business  
\_\_\_\_ Downtown Resident  
\_\_\_\_ Town Resident  
\_\_\_\_ County Resident  
\_\_\_\_ Interested party (explain) \_\_\_\_\_

### **BUSINESS OWNER'S, PLEASE ANSWER # 2 and 3**

2. Over the last 2-3 years, how has your business changed?

- a. Improved dramatically \_\_\_\_
- b. Improved somewhat \_\_\_\_
- c. Stayed about same \_\_\_\_
- d. Decreased somewhat \_\_\_\_
- e. Decreased a lot \_\_\_\_
- f. Wasn't in business two years ago \_\_\_\_

3. Do you have plans to

- a. Start a business downtown \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ n/a
- b. Expand your current business \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ /a
- c. Renovate your building \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ n/a
- d. Build on your vacant lot \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ n/a
- e. Close your business \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ n/a
- f. Expand your business operation hours \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ n/a
- g. Decrease your business operation hours \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ n/a

**PROPERTY OWNERS, PLEASE ANSWER # 4 and 5**

4. In what condition is your property? (If you own more than one property, please note as such and give addresses).
- a. Good to great condition, need no or little work \_\_\_\_
  - b. Ok condition, could use some work \_\_\_\_
  - c. Bad to terrible condition, could use a lot of work \_\_\_\_
5. Is your building/land: vacant \_\_\_\_ or occupied \_\_\_\_

**GENERAL QUESTIONS FOR ALL**

6. Assess the condition of each of the following in downtown:
- a. Curbs and sidewalk : Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - b. Drainage: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - c. Streets: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - d. Buildings and lots: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - e. Housing: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - f. Safety: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - g. Lighting: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
  - h. General Appearance Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_
7. Please assess the overall physical condition of downtown. Check the answer that you feel appropriately describes downtown.
- a. Generally in good condition, little or no work needs to be done. \_\_\_\_
  - b. In ok condition, some work would improve things a lot. \_\_\_\_
  - c. In bad condition and lots of work needs to be done. \_\_\_\_
8. Please assess the overall economic condition of downtown.
- a. Business is strong and there are few vacant storefronts \_\_\_\_
  - b. Business is o.k. and could use a helping hand. There are some vacant storefronts. \_\_\_\_
  - c. Business is bad to non-existent. Almost all of the storefronts downtown are empty. \_\_\_\_
9. What role would you personally be willing to have in improving the downtown
- a. Rehabilitate my building (s) \_\_\_\_
  - b. Serve on a Downtown improvement committee \_\_\_\_
  - c. Attend downtown improvement meetings \_\_\_\_
  - d. Other \_\_\_\_\_
10. Additional Comments regarding downtown? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your assistance.

## Planning Grant Proposal Format

### Cover Sheet

All proposals must include a complete Cover Sheet. This Cover Sheet includes summary information on the Planning Grant proposal. **THIS SHEET MUST BE SIGNED BY THE LOCALITY'S CHIEF ADMINISTRATIVE OFFICIAL.** A blank Cover Sheet is included at III-3 and is also available on diskette from DHCD or on the DHCD web page at <http://www.dhcd.state.va.us/cdbgcig.html>.

#### **Applicant**

Provide the name of the locality for which the proposal is being submitted. This locality must be listed in **APPENDIX A**.

#### **Chief Elected Official**

Provide the name and title of the Chief Elected Official. This individual is typically the Mayor or Chairman of the Board of Supervisors.

#### **Local Government Address / Contact Person**

Provide the complete mailing address of the applicant locality. Identify the contact person for this planning project and provide this person's phone number and electronic mail address.

#### **Project Name**

Provide the name of the planning project. The name typically references both the target area and nature of the planning project, such as *Somberville Business District Revitalization Planning Project*, *Tango Road Housing Improvement Planning Project*, or *Jones Creek Sewer Planning Project*.

#### **Project Cost**

Identify the source and amount of all funding included in the planning project. Add these figures to determine a total project cost. These figures and total must be consistent with the cost information contained elsewhere in the planning proposal.



### **Project Description**

Provide a brief description of your planning project specifying the actions to be completed

### **Certification and Signature**

The Chief Administrative Official, which is typically the City, Town, or County Manager or Administrator, must read the certification, the remainder of the proposal, and sign and date the Cover Sheet. Proposals not signed by the Chief Administrative Official may be disqualified from the proposal evaluation process.

## **Proposal Attachments**

The following should be attached to the cover sheet. These, combined with the localities earlier assessment of perceived needs that was delivered in response to DHCD's letter, will constitute the proposal.

### **Attachments**

#### **#1 – Maps**

##### ***UPDATE FROM PROSPECTUS RESPONSE***

Applicants must include maps of the proposed target or service area. All maps must be legible and include a scale. Cumulatively these maps must show the boundaries of the locality, show the boundaries of the target or service areas, identify the location, if possible, of proposed project activities, and include street names and route numbers.

#### **#2 – Documentation of Need and Support**

Attach documentation of project needs. Attach letters and other documents indicating support for the project by stakeholders and other entities.

#### **#3 – Scope of Services and Management Plan**

Attach the proposed scope of services that the locality wishes to complete for this project. Attach the management plan or similar document which lists the actions to be taken in the planning effort, the timing of these actions, the products of these actions, the cost of these products, and the persons responsible for completing the actions that will address the scope of services. The management plan must be reflective of the facilitated planning strategy session.

#### **#4 – Documentation of Costs and Other Funding Commitments**

Documentation in support of activity costs or other project funding should be included here.

#### **#5 – Planning District Commission Notification**

Applicants must include a copy of the letter used to transmit its proposal to the local Planning District Commission for review. Any return correspondence must also be included here.

## 2003 PLANNING GRANTS PROPOSAL COVER SHEET

**APPLICANT:**

**CHIEF ELECTED OFFICIAL:**

**LOCAL GOVERNMENT ADDRESS / CONTACT PERSON:**

**PROJECT NAME:**

**PROJECT COST:**

SOURCE

AMOUNT

**TOTAL**

**\$**

**PROJECT DESCRIPTION:**

**CERTIFICATION AND SIGNATURE:**

To the best of my knowledge and belief, information in this proposal is true and correct.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Pre-Contract Activities

Following is a summary of those pre-contract (i.e., *pre-CIG contract*) activities that **must** be completed by Planning Grant recipients PRIOR to the contract negotiation meeting for the Community Improvement Grant in the event the proposal is funded. Each must be reviewed and approved by the Community Representative assigned to the project by DHCD prior to that meeting.

1. **Environmental Review.** Every locality that receives a Community Improvement Grant must conduct an environmental review of its proposed project before a CIG contract can be executed with DHCD. This process is time consuming (it can take 60 or more days) and should therefore begin immediately after the CIG grant application has been submitted so it can be completed prior to the contract negotiation meeting for the CIG. REMEMBER, aside from the time required to **prepare** the Environmental Review Record, there are the time requirements associated with the two separate review and comment periods. This pre-contract requirement includes **publishing** the appropriate environmental review ads in the newspaper. See Chapter 2 of CIG Contract Negotiation Guide for more details.
2. **Final CIG Budget.** Localities must prepare a formal, Final Budget on the Project Management Office form that reflects accurate and current budget activities and funding sources (both CDBG and non-CDBG). Generally, this budget will be similar to the budget proposed in the CIG Proposal, **unless** DHCD requires adjustments, especially in administrative costs. DHCD awards Performance Based contracts to its grantees. Performance Based contracts require that CDBG administrative costs be paid for the completion of activities and the achievement of key benchmarks as identified in the Management Plan. The administrative portion of the Final Budget must indicate how much of the total CDBG administrative costs will be paid to the Grantee for the completion of each task. A list of tasks that DHCD will pay for and the amount to be delivered for satisfactory completion of these tasks will be negotiated between the Grantee and DHCD. The quantity of the tasks will also be discussed. See Attachment #2 of the CIG Contract Negotiation Guide for DHCD administration fee policies, the Engineering Fee Schedule, and other budgetary policies. See Attachment #3 for a template and further guidance in developing the administrative costs portion of the budget. The procedures for making revisions to the Approved Final Budget **during the course** of the project are discussed in the CIG Management Manual.

3. **Local Business And Employment Plan.** Section 3 of the Housing and Urban Development Act of 1968 requires that to the greatest feasible extent:
  - a. Opportunities for training and employment positions be given to lower income persons residing in the area of the project; and
  - b. Contracts for work to be performed be awarded to business concerns located in the project area or owned in substantial part by persons residing in the project area.

The following definitions apply:

- a. "Project Area" is the County of the political jurisdiction in which the project is located. A City designates the City *and* surrounding County as its project area.
- b. Lower income resident of the area" means any individual who resides within the area of a covered project and whose family income does not exceed 80 percent of the median income in the Metropolitan Statistical Area (or the county if not within a MSA) in which the project is located.

To carry out the intent of this Act, the locality must take the following steps:

- a. Prepare a Local Business and Employment Plan;
- b. Have it adopted by the Board of Supervisors or Town Council;
- c. Prepare an advertisement to solicit project area businesses and employees;
- d. Place this in the local paper as a display advertisement; and
- e. Keep a list of responses to the advertisement and place this list in the bid documents for the CDBG funded project.

Attachment #4 of the CIG Contract Negotiation Guide provides examples of the above.

4. **Non-Discrimination Policy.** Localities must adopt a policy stating that they will not discriminate in hiring and employment practices against any individual on the grounds of race, color, religion, sex, national origin, age, or handicap. The Localities must take the following steps:
  - a. Prepare the Non-Discrimination Policy for adoption;
  - b. Have the Policy adopted by the Board of Supervisors or Town/City Council;
  - c. Public the Policy as a display advertisement in the local newspaper; and
  - d. Post a large, legible copy of the Policy near where job applicants and employees can see it.

Attachment #6 of the CIG Contract Negotiation Guide provides further background and appropriate examples to be used.

5. **Section 504 Requirements.** The Grantee must take certain actions to assure nondiscrimination based on handicap. These actions, pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, must be outlined in a document adopted by the locality and referred to as a Section 504 Self-Assessment and Policy Plan. This process includes:
  - a. Designation of a 504 Coordinator (can be Grant Administrator);
  - b. Preparation and publication of the “Public Notice of Nondiscrimination Based on Handicap” as a display ad in the local newspaper;
  - c. Posting of the “Public Notice of Nondiscrimination Based on Handicap” near where job applicants and employees can see it;
  - d. Preparation of the Grievance Procedure for approval by Town/City Council or Board of Supervisors;
  - e. Implementation of effective communication that includes use of Telecommunications Devices for Deaf Persons (TDDs); and
  - f. Conducting a Self-Evaluation, identifying handicap impediments and corrections that can be made, and devising a schedule for making improvements.

To assist in this effort, DHCD has prepared Attachment #7 in the CIG Contract Negotiation Guide.

6. **Anti-Displacement/Relocation Plan.** All CDBG recipients must commit to minimizing project-related displacement of households and the hardships it imposes. The statutory and regulatory requirements of this commitment assure that (a) individuals who are displaced or relocated because of a project activity are fairly and fully compensated, and (b) LMI dwelling units demolished or converted to non-LMI dwelling uses are replaced. Prior to signing a contract with DHCD, the locality must formally adopt, make public, and certify that it is following a Residential Anti-Displacement and Relocation Assistance Plan. It must also certify that it will minimize displacement of persons as a result of assisted activities. The Plan is required of all CDBG recipients. A model plan is included in Attachment #8 of the CIG Contract Negotiation Guide.

Regardless of whether displacement or conversion to non-LMI residential use is planned as part of the project, the plan must include, at a minimum, the following:

- a. Provision for one-for-one replacement of any LMI dwelling units demolished or converted to any other use as a result of this project;
- b. Provision for relocation benefits to any households displaced as a result of this project;

- c. A description of the proposed assisted activity;
- d. Steps the jurisdiction will take to minimize the displacement of persons from their homes; and
- e. An adopted housing standard defining an unoccupiable or uninhabitable house as a dwelling unit that does not meet local housing codes and cannot be rehabilitated to meet Section 8 Housing Quality Standards for \$25,000 or less.

**Projects including displacement, relocation, conversion or demolition must include all information listed above, as well as the following elements in their Anti-Displacement and Relocation Assistance Plan:**

- a. The location (mapped) and size (by number of bedrooms) of each dwelling unit that will be demolished or converted to a use other than as an LMI dwelling unit as a direct result of the assisted activity;
  - b. A time schedule for the commencement and completion of the demolition or conversion;
  - c. The location (mapped) and size of units (by number of bedrooms) that will be provided as replacement dwelling units;
  - d. The source of funding and a time schedule for the provision of replacement dwelling units;
  - e. The basis for concluding that each replacement dwelling unit will remain an LMI dwelling unit for at least 10 years from the date of initial occupancy; and
  - f. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of LMI households in the jurisdiction.
7. **Fair Housing Certification.** During each year in which the contract is in effect, the Grantee must take affirmative steps to further Fair Housing in the project area. A list of acceptable Fair Housing activities is listed in Chapter One of the CIG Manual. During the pre-contract phase, however, the locality must formally adopt a resolution certifying that it will undertake at least one (1) fair housing activity in each project year that it is under a CIG Grant Agreement. A sample of this certification is in Attachment #9 of the CIG Contract Negotiation Guide.
8. **Citizen Participation Plan.** Pursuant to the certification and assurances of the CIG proposal, the locality has assured DHCD that it has met all requirements associated with Citizen Participation and Public Hearings. The Community Rep will review the project files to verify that this requirement was met.

9. **Minority And Female Owned Businesses, Contractors And Suppliers.** Executive Order 11246 requires that Grantees use, to the greatest extent feasible, minority and female owned businesses, contractors, and suppliers. In order to meet this requirement, the Grantee must take the following steps:

- a. Prepare advertisement to solicit minority and female owned businesses, contractors and suppliers;
- b. Place this advertisement in a regional paper (two-county daily with a circulation of 15,000); and
- c. Keep a list of responses to the advertisement and place this list in the bid documents for the CDBG funded project.

Attachment #5 of the CIG Contract Negotiation Guide provides an example of the advertisement.

10. **Procurement Of Architect/ Engineer/ Management Consultant.** The locality is required to solicit proposals for professional and non-professional services and select the architect/engineer during the 90-day pre-contract period. Requests for proposals must be published in a regional newspaper. Failure to do so will delay execution of the grant agreement.

Procurement of professional and non-professional services is discussed at length in Chapter 3 of the CIG Contract Negotiation Guide.

11. **DHCD Approval Of Local Agreements/Documents.** During the implementation of a CIG project, each locality will enter into agreements with various parties to perform various services. Examples of such agreements and/or documents include:

- a. Grant management services contract;
- b. Intergovernmental agreements for water purchase or wastewater treatment;
- c. Commitment of non-CDBG funds approved as leverage;
- d. Industry related agreements; and
- e. User agreements with individuals. (See Attachment #10 of CIG Contract Negotiation Guide.)

Any such agreements will be identified at the CIG Contract Negotiation Meeting. The locality shall provide drafts of agreements for review and approval by the Community Representative prior to execution of a CIG Grant Agreement.

**NO AGREEMENT FOR PROFESSIONAL OR NON-PROFESSIONAL SERVICES MAY BE ENTERED INTO PRIOR TO THE EFFECTIVE DATE OF THE CIG GRANT AGREEMENT UNLESS AUTHORIZED BY DHCD.**



12. **Rehab Program Design.** For projects involving housing rehabilitation, a Program Design must be adopted. This document sets forth the policies and procedures a locality will use to implement its housing rehabilitation activity. Program Designs are specific to each locality and project type. Chapter 5 in the CIG Contract Negotiation Guide includes extensive information on the decisions that must be made in developing an acceptable, effective program design.
13. **Resolution Of Prior Grant Conditions.** Any outstanding issues related to previous CIG projects must be resolved. Late or delinquent audit reports, unresolved findings, failure to receive the appropriate level of closeout or any other information/documentation owed to DHCD **must** be addressed.

## RFQ Example: Public Advertisement for Communities Wishing to Use One Firm for Planning *and* Construction

### REQUEST FOR QUALIFICATIONS for ENGINEERING SERVICES

The *(Grantee Name)* is in need of professional engineering services for the Preliminary Engineering Report and project development, as well as possible final design, construction administration and resident inspection of the *(Project Name)*. The last three items are contingent upon *(Grantee Name)* receiving Virginia Community Development Block, and *(list other sources)* construction funding. The PER will address issues related to needed civil infrastructure improvements, including the extension of *(list possibilities)* in the project area.

Firms interested in receiving a copy of the RFQ may contact: *(Name of Grant Administrator)*, *(Address and Phone Number)*. Deadline for submittal of proposals is *(Time and Date)*.

Minority and/or female owned businesses or firms are encouraged to apply. The *(Grantee Name)* is an Equal Opportunity Employer.

*(Advertisement must be published at least one time in regional newspaper ten days prior to deadline for submission of proposals)*

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# Sample Request for Proposals for Communities Wishing to Use One Firm for Both Planning *and* Construction

*(i.e., no need to re-advertise if CIG is funded)*

## A. PROJECT DESCRIPTION

The *(Project Name)* includes the planning and project development of: *(list possible activities, i.e., a water and sewer system to serve 120 households, in the Neighborhood Name section of Grantee Name)* Attached as part of this RFP are: a map of the proposed project area and project narrative as outlined in the *(Grantee Name)* application for CDBG funds.

## B. SCOPE OF SERVICES

1. **Planning.** The Engineer will assist *(Grantee Name)* in evaluating the *(Neighborhood Name)* to determine if the provision of water and sewer services is feasible in this area. This will include the preparation of a Preliminary Engineering Report (PER) that will include, at a minimum: a hydraulic analysis of the proposed water system expansion; an identification of alternative ways to provide both water and sewer service to the area; an estimate of total project costs associated with implementing each alternative; a comparative analysis of each alternative with a recommendation as to which alternative is most feasible for implementation. The PER must include the review, comments and approval of the Virginia Department of Health and, if appropriate, the Virginia Department of Environmental Quality.
2. **Project Development.** Once the *(Grantee Name)* has selected the desired alternative, the Engineer will assist *(Grantee Name)* in developing a funding package that is attainable and cost effective to the project area residents to be served. This will include identification of possible funding sources, providing information necessary for the preparation of funding applications [maps, cost estimates, technical documentation, etc.] and attendance at meetings.
3. **Basic Engineering Services.** If funding necessary to implement the *construction* project is successfully secured, *(Grantee Name)* has the option of entering into negotiations with the Engineer for basic engineering services. These services will consist of Design, Bidding and Contracting, Construction Administration and Inspection.
  - a. **Design Services.** Engineer shall prepare plans and specifications necessary to construct all project activities proposed in section A herein. Said plans and specifications shall comply with all applicable State and Federal rules and regulations and receive all appropriate reviews and approvals required for construction.

- b. ***Bidding and Contracting Services.*** Engineer shall also assist (*Grantee Name*) by preparing the advertisement for bids and coordinating the bidding process to include:
- 1) Distribute bid documents to persons/agencies that request them;
  - 2) Conduct a pre-bid conference;
  - 3) Answer questions and clarify bid documents through the issuance of addenda to the bid documents;
  - 4) Review all bids to verify compliance with the Instructions To Bidders;
  - 5) Prepare a Bid Tabulation Form;
  - 6) Recommend award of a contract to the lowest responsive, responsible Bidder;
  - 7) Assist Grantee with placing the Contractor under contract, including review and approval of all necessary insurance certificates and bonds; and
  - 8) Issue the Notice to Proceed letter.
- c. ***Construction Administration Services.*** Engineer shall conduct construction administration services to include:
- 1) Conduct a Pre-construction Conference;
  - 2) Review and approve all shop drawings;
  - 3) Review all Contractor Pay Requests and recommend payment;
  - 4) Prepare all construction change orders including recommendation of approval; and
  - 5) Resolve Contractor inquiries and questions during construction, including interpretation of plans and specifications.
- d. ***Resident Inspection Services*** Engineer shall undertake the following inspection services:
- 1) Be on site during normal working hours throughout the entire construction period;
  - 2) Maintain a hard-bound daily diary with all pages numbered and all entries in ink. All entries shall be entered on a daily basis and begin with the date and weather conditions;
  - 3) Provide (*Grantee Name*) with a weekly inspection report, containing as a minimum the following:
    - a. Activities taking place;
    - b. Percentage of construction completion cumulative and that week;
    - c. Weather conditions;
    - d. Worker staff hours on job;
    - e. Problems encountered; and
    - f. Subcontractors involved;
  - 4) Advise and consult with (*Grantee Name*) other interested parties;
  - 5) Endeavor to guard (*Grantee Name*) against apparent defects and deficiencies in the permanent work by the contractor; however, the Resident Inspector does not guarantee the performance of the contractor.

Nor is the Resident Inspector responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The Resident Inspector is also not responsible for the contractor's failure to execute the work in accordance with the contract documents; and

- 6) Review requests for monthly and final payments to the contractor and provide information for use in preparation of As-Built (or record) drawings.

## **C. PROPOSAL CONTENTS**

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined in Section E herein. All information should be submitted succinctly. Proposals shall not include estimates of costs or man-hours to perform desired services.

## **D. SELECTION PROCESS**

The *(Grantee Name)* will appoint a Selection Committee to review and evaluate all SOQ's submitted by firms responding to the RFQ. Qualifications will be evaluated and ranked based on the Selection Criteria outlined in Section E herein. The *(Grantee Name)* may ask the top ranked firms to attend a presentation/ interview as part of the evaluation process.

At the conclusion of evaluation process, the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the *(Grantee Name)*. If a contract satisfactory to both parties cannot be negotiated, the *(Grantee Name)* will then enter into negotiations with the next highest ranking firm and so on until an agreement is reached.

Given available funding, and at the *(Grantee's name)* prerogative, the *(Grantee)* may exercise the option to negotiate a contract for Basic Engineering and all that is listed in this RFQ.

## **E. SELECTION CRITERIA**

The respondents will be evaluated based on the following criteria (SOQ's should address each of these areas):

- a. The Engineer's understanding of the problem; i.e., what the intended end product is to be and what the project is intended to accomplish;
- b. The scope of specific engineer services the Engineer intends to provide including how the Engineer proposes to involve the locality in the design and completion process and the Engineer's overall approach to the project;
- c. The Engineer's opinion as to the adequacy of the estimated project costs based on an understanding of the project and services proposed;
- d. Any potential problems the Engineer perceives with the project as proposed;

- e. Professional qualifications and experience of the individuals the Engineer will assign to provide the planning, engineering and inspection services;
- f. Local government experience of key personnel assigned to this project;
- g. Knowledge and familiarity with Virginia Community Improvement Grant procedures and requirements, including those of the Management Team process;
- h. Familiarity with *(List Names Of Other Funding Agencies)* procedures and requirements;
- i. Capacity of the firm to perform the planning, engineering and inspection work within the given time limitations, taking into consideration the current and planned workload of the firm;
- j. Names, addresses and telephone numbers of clients for whom the firm has performed projects of a similar type and size within the past five years; and
- k. The average time frame for completion of past projects similar in type and size, from authorization to the beginning of design and through the start of construction, including review by all appropriate permitting agencies.

## **F. SUBMITTAL**

Respondents should submit # of copies to the *(Grantee Name and Street Address)* no later than *(Time and Address)*.

-Equal Opportunity Employer-

## Proposal Evaluation Sheet - Example

For each of the five criteria below, assign a value from 0 to 10 for each of the five firms (A-E, names shown below) responding to the RFQ who were judged to be responsive and responsible. Then add the values for each column and enter the total at the bottom of each column. Show the ranking at the bottom of the page, with the highest-scoring respondent receiving a "1" in the Rank column.

<u>Criteria</u>	<u>Qualifying Respondents to RFQ</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1. Familiarity with small-town sewer systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Qualifications of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Capacity to perform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality of performance on past projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Familiarity with types of problems to be solved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Qualifying Respondents

Rank (indicate 1 - 5 for qualifying firms based on the score received above)

A. United Engineers of Southside, Inc.	_____
B. Slick City A + E	_____
C. Southwest Virginia Design Coalition	_____
D. Shadetree Design, Inc.	_____
E. Wylu-Waitt Engineers	_____



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# Required Attachment to All Non-Construction Contracts Over \$10,000 – Federal and State Requirements

## SUBPART A: EQUAL EMPLOYMENT OPPORTUNITY

### 1. Executive Order 11246 (Contracts/subcontracts above \$10,000)

#### a. During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
  - (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- b. Subcontracts: Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

## **SUBPART B: CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

## **SUBPART C: SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.

## **SUBPART D: SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

*(Applicable to all contracts/subcontracts)*

1. The Section 3 covered Project Area for this PROJECT is designated as the boundaries of \_\_\_\_\_
2. The work to be performed under this contract is on a project assisted under a program providing direct financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the project area.

## **SUBPART E: ACCESS TO RECORDS**

The Public Body, the Department of Housing and Community Development, the Department of Housing and Urban Development, the Department of Labor, the Inspector General, the General Accounting Office, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions.

## **SUBPART F: RECORDS RETENTION**

The CONTRACTOR shall maintain financial records, supporting documents, statistical records, and all other records pertinent to this contract during the period of this contract and for three (3) years from the date of final payment except, if any litigation, claim or audit is started before the expiration of the 3-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

## **SUBPART G: PROVISIONS REQUIRED BY LAW DEEM INSERTED**

The provisions of Article 4 (Ethics in Public Contracting), Chapter 7 of Title 11 of the Code of Virginia, as amended, are hereby incorporated by reference and each and every other provision of law and clause required by law to be inserted herein shall be deemed to be inserted herein and the contract shall be read and enforced as though they were included herein.

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## Citizen Public Participation Plan

**READ THIS PLAN IMMEDIATELY. FAILURE TO ADHERE TO THE REQUIREMENTS OF THIS PLAN, PARTICULARLY THE PUBLIC HEARING REQUIREMENTS, MAY RESULT IN DISQUALIFICATION OF A COMPETITIVE GRANT PROPOSAL.**

It is important that community development projects carried out wholly or in part with Virginia Community Development Block Grant (CDBG) funds involve extensive citizen participation - especially low- to moderate-income citizen participation – during the proposal development process. Participation is encouraged prior to submitting a Planning Grant proposal, but there are no firm requirements. The following steps, however, are **required** for each local government wishing to submit a Community Improvement Grant proposal.

1. Local citizen participation should be encouraged throughout the process of developing a CIG proposal. In particular, participation by LMI residents of the project area or a slums and blight area should be encouraged. To meet this requirement, applicant communities must inform citizens of public hearings and other meetings and opportunities for participation in CDBG proposal development through at least two of the following methods:
  - a. Advertisement in a locally-circulated newspaper with the largest general circulation (the required public hearings must be announced using this method and at least one other method);
  - b. Advertisement through locally-received radio and/or television stations;
  - c. Distribution of flyers in LMI areas and in the proposed service area(s);
  - d. Announcements at local community organization meetings; and,
  - e. Announcements through local churches and community centers located in LMI and proposed project areas.

Applicants must keep documentation of how they met the above requirement in their CDBG files for verification. **This requirement for two types of announcements for each CDBG proposal development event should not be confused with the requirement in #4 below for two public hearings.**

2. Local citizens should be provided with reasonable and timely access to local meetings, information, and records relating to the applicant locality's proposed and actual use of VCDBG funds. Meetings **must** be conducted according to the standards established for the public hearings cited below (#4). CDBG-related information and records must be made available to interested citizens with the availability of such items announced at least in the same manner as the public hearing advertisements. At a minimum, citizens **must** be furnished with information concerning the amount of funds available (including program income) for proposed activities and the range of activities that may be undertaken, including the estimated amount to be used for activities that will benefit low- to moderate-income persons, the proposed CDBG activities likely to result in displacement, and plans for minimizing displacement of persons as a result of the CDBG project and plans to assist persons actually displaced by the project.
3. Technical assistance must be provided to groups representative of persons of low- to moderate-income that request such assistance in developing proposals for use of VCDBG funds, with the level and type of assistance to be determined by the applicant locality but including at least consultations and written communications between a local contact person responsible for the CDBG proposal's development and interested groups. The name, address, and telephone number of the contact person(s) must be made available upon request and announced at all public meetings held on the CDBG proposal.
4. At least **two public hearings** must be held during the CIG proposal development period. One hearing must be held early in the CIG proposal development process to identify the applicant's community development and housing needs, the range of eligible project types funded through the CDBG program and the amount of money available to the applicant, as well as the applicant's past performance (if applicable) in the CDBG program during the previous five years. Another hearing must be held for public review of and comment on the final draft of the CIG proposal.

These hearings must be held after adequate notice (non-legal newspaper advertisement at least **seven days prior** to the hearing and at least one other type of announcement - see # 1 below), at times and locations convenient to potential or actual beneficiaries, and with accommodation for the disabled. Both public hearings must be held **within twelve months** of the application deadline (defined by DHCD in 2003 as after March 27, 2002); the two hearings must, at a minimum, be held **one week apart**. In the case of the same proposal being resubmitted from the prior competitive year, DHCD may waive the public hearing requiring on community development needs. Files must be maintained containing documentary evidence that the hearings were held. For **regional proposals**, each participating locality must hold two public hearings as described above.

### **Model Advertisement – First Public Hearing**

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in our community.

Information on the amount of funding available, the requirements on benefit to low- to moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. All interested citizens are urged to attend. For additional information, contact (local contact name and information).

### **Model Advertisement – Second Public Hearing**

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for (project name). Residents of the project area are encouraged to attend.

The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- to moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on (Locality's) past use of CDBG funds. A fact sheet on the proposed project and the draft proposal is available at (location). For additional information, contact (local contract name and information).

An applicant with a **current** CIG project to which activities are to be added, deleted, or substantially changed (that is, substantial changes made in terms of purpose, scope, location, or beneficiaries) must provide local citizens through a public hearing with an opportunity for comment on such changes, after the locality has informed citizens of the changes at least seven days prior to the hearing.

5. Applicants must provide, in the public hearing notices, the address, phone number, and times for submitting complaints and grievances to the applicant locality, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.
6. Where 5 percent or more of public hearing participants can be reasonably expected to be non-English speaking residents, applicants must take measures to accommodate their needs. Census data on the proposed project area and on the locality as a whole should be consulted to determine if this provision applies in a particular instance. Meeting this provision requires, at a minimum, having printed material available in the non-English



language(s) and retaining the services of an interpreter(s) for all CDBG-related meetings and public hearings.

None of the foregoing may be construed to restrict the responsibility or authority of the local government applicant in the development and execution of its Community Improvement Grant project.



## **Income Guidelines**

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## 2003 Low and Moderate Income Limits

PDC	Locality	Household Size							
		1	2	3	4	5	6	7	8
PDC 1	City of Norton	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Lee County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Scott County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Wise County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 2	Buchanan County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Dickenson County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Russell County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Tazewell County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 3	City of Galax	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Bland County	\$ 26,100	\$ 29,800	\$ 33,550	\$ 37,300	\$ 40,250	\$ 43,250	\$ 46,250	\$ 49,200
	Carroll County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Grayson County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Smyth County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Washington County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Wythe County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 4	City of Radford	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Floyd County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Giles County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Montgomery County	\$ 29,950	\$ 34,250	\$ 38,500	\$ 42,800	\$ 46,200	\$ 49,650	\$ 53,050	\$ 56,500
	Pulaski County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 5	City of Covington	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	City of Salem	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Alleghany County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Botetourt County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Craig County	\$ 28,900	\$ 33,000	\$ 37,150	\$ 41,300	\$ 44,600	\$ 47,900	\$ 51,200	\$ 54,500
	Roanoke County	\$ 31,550	\$ 36,050	\$ 40,550	\$ 45,050	\$ 48,650	\$ 52,250	\$ 55,850	\$ 59,450

## 2003 Low and Moderate Income Limits

PDC	Locality	Household Size							
		1	2	3	4	5	6	7	8
PDC 6	City of Buena Vista	\$ 26,500	\$ 30,250	\$ 34,050	\$ 37,850	\$ 40,850	\$ 43,900	\$ 46,900	\$ 49,950
	City of Harrisonburg	\$ 29,250	\$ 33,400	\$ 37,600	\$ 41,750	\$ 45,100	\$ 48,450	\$ 51,800	\$ 55,100
	City of Lexington	\$ 26,500	\$ 30,250	\$ 34,050	\$ 37,850	\$ 40,850	\$ 43,900	\$ 46,900	\$ 49,950
	City of Staunton	\$ 29,250	\$ 33,400	\$ 37,600	\$ 41,750	\$ 45,100	\$ 48,450	\$ 51,800	\$ 55,100
	City of Waynesboro	\$ 29,250	\$ 33,400	\$ 37,600	\$ 41,750	\$ 45,100	\$ 48,450	\$ 51,800	\$ 55,100
	Augusta County	\$ 29,250	\$ 33,400	\$ 37,600	\$ 41,750	\$ 45,100	\$ 48,450	\$ 51,800	\$ 55,100
	Bath County	\$ 26,150	\$ 29,900	\$ 33,600	\$ 37,350	\$ 40,350	\$ 43,350	\$ 46,350	\$ 49,300
	Highland County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Rockbridge County	\$ 26,500	\$ 30,250	\$ 34,050	\$ 37,850	\$ 40,850	\$ 43,900	\$ 46,900	\$ 49,950
	Rockingham County	\$ 29,250	\$ 33,400	\$ 37,600	\$ 41,750	\$ 45,100	\$ 48,450	\$ 51,800	\$ 55,100
PDC 7	City of Winchester	\$ 31,700	\$ 36,200	\$ 40,750	\$ 45,300	\$ 48,900	\$ 52,500	\$ 56,150	\$ 59,750
	Clarke County	\$ 38,300	\$ 43,800	\$ 49,250	\$ 54,700	\$ 59,100	\$ 63,500	\$ 67,850	\$ 72,250
	Frederick County	\$ 31,700	\$ 36,200	\$ 40,750	\$ 45,300	\$ 48,900	\$ 52,500	\$ 56,150	\$ 59,750
	Page County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Shenandoah County	\$ 27,850	\$ 31,800	\$ 35,800	\$ 39,750	\$ 42,950	\$ 46,100	\$ 49,300	\$ 52,500
	Warren County	\$ 32,150	\$ 36,750	\$ 41,350	\$ 45,900	\$ 49,600	\$ 53,250	\$ 56,950	\$ 60,600
PDC 8	Loudoun County	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,500	\$ 61,000	\$ 65,550	\$ 70,050	\$ 74,600
PDC 9	Culpeper County	\$ 34,400	\$ 39,300	\$ 44,200	\$ 49,100	\$ 53,050	\$ 57,000	\$ 60,900	\$ 64,850
	Fauquier County	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,500	\$ 61,000	\$ 65,550	\$ 70,050	\$ 74,600
	Madison County	\$ 29,900	\$ 34,200	\$ 38,450	\$ 42,700	\$ 46,150	\$ 49,550	\$ 52,950	\$ 56,400
	Orange County	\$ 30,700	\$ 35,050	\$ 39,450	\$ 43,850	\$ 47,350	\$ 50,850	\$ 54,350	\$ 57,850
	Rappahannock County	\$ 35,400	\$ 40,450	\$ 45,500	\$ 50,550	\$ 54,600	\$ 58,650	\$ 62,700	\$ 66,750
PDC 10	Albemarle County	\$ 35,600	\$ 40,700	\$ 45,800	\$ 50,900	\$ 54,950	\$ 59,000	\$ 63,100	\$ 67,150
	Fluvanna County	\$ 35,600	\$ 40,700	\$ 45,800	\$ 50,900	\$ 54,950	\$ 59,000	\$ 63,100	\$ 67,150
	Greene County	\$ 35,600	\$ 40,700	\$ 45,800	\$ 50,900	\$ 54,950	\$ 59,000	\$ 63,100	\$ 67,150
	Louisa County	\$ 27,950	\$ 31,950	\$ 35,950	\$ 39,900	\$ 43,100	\$ 46,300	\$ 49,500	\$ 52,700
	Nelson County	\$ 28,550	\$ 32,650	\$ 36,700	\$ 40,800	\$ 44,050	\$ 47,350	\$ 50,600	\$ 53,850

## 2003 Low and Moderate Income Limits

PDC	Locality	Household Size							
		1	2	3	4	5	6	7	8
PDC 11	City of Bedford	\$ 28,000	\$ 32,000	\$ 36,000	\$ 40,000	\$ 43,200	\$ 46,400	\$ 49,600	\$ 52,800
	Amherst County	\$ 28,000	\$ 32,000	\$ 36,000	\$ 40,000	\$ 43,200	\$ 46,400	\$ 49,600	\$ 52,800
	Appomattox County	\$ 27,450	\$ 31,350	\$ 35,300	\$ 39,200	\$ 42,350	\$ 45,450	\$ 48,600	\$ 51,750
	Bedford County	\$ 28,000	\$ 32,000	\$ 36,000	\$ 40,000	\$ 43,200	\$ 46,400	\$ 49,600	\$ 52,800
	Campbell County	\$ 28,000	\$ 32,000	\$ 36,000	\$ 40,000	\$ 43,200	\$ 46,400	\$ 49,600	\$ 52,800
PDC 12	City of Martinsville	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Franklin County	\$ 27,650	\$ 31,600	\$ 35,550	\$ 39,500	\$ 42,700	\$ 45,850	\$ 49,000	\$ 52,150
	Henry County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Patrick County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Pittsylvania County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 13	Brunswick County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Halifax County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Mecklenburg County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 14	Amelia County	\$ 29,050	\$ 33,200	\$ 37,350	\$ 41,500	\$ 44,850	\$ 48,150	\$ 51,500	\$ 54,800
	Buckingham County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Charlotte County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Cumberland County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Lunenburg County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Nottoway County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Prince Edward County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 15	Charles City County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
	Goochland County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
	Hanover County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
	New Kent County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
	Powhatan County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600

## 2003 Low and Moderate Income Limits

PDC	Locality	Household Size							
		1	2	3	4	5	6	7	8
PDC 16	Caroline County	\$ 27,800	\$ 31,750	\$ 35,700	\$ 39,700	\$ 42,850	\$ 46,050	\$ 49,200	\$ 52,400
	King George County	\$ 35,800	\$ 49,900	\$ 46,000	\$ 51,100	\$ 55,200	\$ 59,300	\$ 63,400	\$ 67,500
	Spotsylvania County	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,500	\$ 61,000	\$ 65,550	\$ 70,050	\$ 74,600
	Stafford County	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,500	\$ 61,000	\$ 65,550	\$ 70,050	\$ 74,600
PDC 17	Lancaster County	\$ 28,750	\$ 32,850	\$ 36,950	\$ 41,050	\$ 44,300	\$ 47,600	\$ 50,900	\$ 54,150
	Northumberland County	\$ 30,600	\$ 34,950	\$ 39,300	\$ 43,700	\$ 47,150	\$ 50,650	\$ 54,150	\$ 57,650
	Richmond County	\$ 26,400	\$ 30,150	\$ 33,900	\$ 37,700	\$ 40,700	\$ 43,700	\$ 46,700	\$ 49,750
	Westmoreland County	\$ 26,250	\$ 30,000	\$ 33,750	\$ 37,500	\$ 40,500	\$ 43,500	\$ 46,500	\$ 49,550
PDC 18	Essex County	\$ 27,950	\$ 31,950	\$ 35,950	\$ 39,900	\$ 43,100	\$ 46,300	\$ 49,500	\$ 52,700
	Gloucester County	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	King & Queen County	\$ 28,350	\$ 32,400	\$ 36,450	\$ 40,500	\$ 43,700	\$ 46,950	\$ 50,200	\$ 53,450
	King William County	\$ 33,200	\$ 37,950	\$ 42,700	\$ 47,450	\$ 51,250	\$ 55,050	\$ 58,850	\$ 62,600
	Mathews County	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	Middlesex County	\$ 26,950	\$ 30,800	\$ 34,650	\$ 38,500	\$ 41,550	\$ 44,650	\$ 47,700	\$ 50,800
PDC 19	City of Emporia	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Dinwiddie County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
	Greensville County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Prince George County	\$ 36,900	\$ 42,200	\$ 47,450	\$ 52,700	\$ 56,950	\$ 61,150	\$ 65,350	\$ 69,600
	Surry County	\$ 26,800	\$ 30,650	\$ 34,500	\$ 38,300	\$ 41,400	\$ 44,450	\$ 47,500	\$ 50,600
	Sussex County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 22	Accomack County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
	Northampton County	\$ 25,400	\$ 29,050	\$ 32,700	\$ 36,300	\$ 39,250	\$ 41,150	\$ 45,050	\$ 47,950
PDC 23	City of Franklin	\$ 26,800	\$ 30,650	\$ 34,500	\$ 38,300	\$ 41,400	\$ 44,450	\$ 47,500	\$ 50,600
	City of Poquoson	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	City of Williamsburg	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	Isle of Wight County	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	James City County	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	Southampton County	\$ 26,800	\$ 30,650	\$ 34,500	\$ 38,300	\$ 41,400	\$ 44,450	\$ 47,500	\$ 50,600
	York County	\$ 30,900	\$ 35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300